

This page sets out the details of the United Kingdom Antarctic Heritage Trust’s privacy policy in relation to information collected about you.

1. WHO WE ARE

United Kingdom Antarctic Heritage Trust (UKAHT)

We are a registered charity limited by guarantee (Charity No. 1160847)

2. WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We collect the personal data that you may volunteer as part of; joining UKAHT Friends of Antarctica, registering interest in our programmes, booking for events, signing up to receive our bi-annual magazine and e-newsletter, grant applications, donations, surveys and job or volunteering applications.

Personal information we collect may include:

- Your name, title, gender
- Postal address, email address and phone number (land & mobile)

We will also collect and hold information about any contact you have with us as a member, when making an enquiry or using our services and may consist details of:

- Ticket price and event registration/attendance
- Dietary and access preferences or requirements
- Contact preferences
- Gift information and Gift Aid status
- Details of correspondence set to you, or received from you
- Employment information and professional activities
- Grant applications you have made to UKAHT
- Involvement with UKAHT’s activities and programmes
- Any other information provided by yourself at the request of UKAHT

When we ask you to provide your personal information we will let you know why we are asking, and how we will use your data, by directing you towards this Policy.

3. WHAT WE DO WITH YOUR INFORMATION

Depending on your relationship with UKAHT and the preferences you have indicated, data we hold may be used by use for the following purposes:

- To send you promotional, marketing or fundraising information by post, telephone or electronic means. These types of communications may include:
 - Informing you of other products, services or events related to UKAHT such as conferences, grant programmes, events or offers
 - News and updates about UKAHT and the wider Antarctic sector, such as e-bulletins and the UKAHT Antarctic Times magazine
 - Other relevant communications based on your relationship with UKAHT
 - Data screening and cleansing, to check if we have accurate contact details for you.
 - To send you surveys and for market research purposes
- Tools may be used to monitor the effectiveness of our communications with you, including email tracking, which records when an e-bulletin from us is opened and/or how many links are clicked within the message. The data from this tracking is generally used in an aggregated and anonymised form.

You can opt out of any/all communications at any point by simply letting us know by email info@ukaht.org or telephone +44 (0)1223 355049.

There are some Membership communications that we are required to send regardless of your contact preferences. These are essential communications, deemed necessary to fulfil our contractual obligations to you. This would include things like Member benefits such as the e-bulletin, magazine, membership renewal reminders, Gift Aid confirmation letters, advanced notices, thank you letters and querying returned mail.

4. SHARING YOUR INFORMATION

UKAHT will not disclose personal data to any third parties or external organisations, other than data processors carrying our work on our behalf. Examples of such data processors would be mailing houses for sending our *Antarctic Times* magazine or bulk email distribution services.

Any such companies are acting as approved data processors for UKAHT and we retain full responsibility for your personal data. Data processors will act only on our instructions.

We may occasionally need to transfer your personal information overseas, for instance to a bulk email distributor. Where this is necessary, this may be to countries or territories around the world. We are required to ensure any transfers of data will be

done securely, in accordance with best practice, and the General Data Protection Regulations.

Your personal data will **never** be sold or passed to any third party for any other purpose.

The personal contact details you give us when attending an event may be shared with other delegates at the event, but only with your permission at the point of booking.

5. HOW WE KEEP YOUR INFORMATION SECURE

All our employees and data processors, who have access to, and are associated with processing of personal data, are legally obliged to respect the confidentiality of our visitors' and supporters' personal data.

6. HOW CAN YOU ACCESS THE INFORMATION ABOUT YOU, AND CORRECTION OF INFORMATION?

You can ask us if we are keeping any personal data about you and you can also request to receive a copy of that personal data – this is called a 'Subject Access Request'.

To make a subject access request you will need to provide adequate proof of identity, such as a copy of your passport, birth certificate or driving licence, before your request can be processed. Please try to be as clear as possible about the information you are seeking.

Once we have received your subject to access request and proof of identity, you will receive a response from us within one month and you will be able to get copies of any information we hold on you. However exemptions to disclosure may apply in some circumstances.

Subject Access Requests should be sent to:

Administration Manager, UKAHT, High Cross, Madingley Road, Cambridge CB3 0ET

Email: info@ukaht.org

At any time you may request that we delete or correct your personal information. If you wish to correct any information on you held by UKAHT simply contact by email: info@ukaht.org or telephone +44(0)1223 355049.

7. COOKIES

In order to make the UKAHT website easier to use and improve our service, we sometimes place small amounts of information on your computer. These are known as cookies and they are used by most major websites.

8. CHANGES TO OUR PRIVACY POLICY

We regularly review our Privacy Policy, and may make changes time to time. Any changes made will be posted to this page, and will apply from the time we post them. This Privacy Policy was last changed 26 February 2018.

9. HOW TO CONTACT US

If you have any comments on our Privacy Policy, or information we hold about you please contact us:



info@ukaht.org



+1(0)1223 355049



UKAHT, High Cross, Madingley Road, Cambridge CB3 0ET, UK

www.ukaht.org

Championing Antarctic Heritage for All