

## **MOSHRS Archive Record Privacy Policy**

### **1. Role of MOSHRS**

MOSHRS has an obligation through its constitution to permanently preserve public and private historical records, as detailed in our public catalogue on our website, and to make them available for use. These are records (including files, maps, pictures, posters, films and sound recordings in analogue and digital form) that have been produced by individuals and organisations associated with Milford and the surrounding area. MOSHRS provides advice and guidance to individuals and organisations as to whether the records are worthy of archival preservation – that is, whether they have lasting value for the research and understanding of history and the present.

### **2. Access**

We guarantee access to this archival material while observing the protection of private or public interests. In principle, every person has the right to access the records in MOSHRS archive upon request. We provide information about the archive material in the catalogue on our website at [www.milfordhistory.org.uk](http://www.milfordhistory.org.uk)

### **3. Safeguards**

Some of the more recent archives we hold contain information about living people: personal information that has been acquired by local organisations or given by individuals to MOSHRS. Your information will be handled according to the safeguards in data protection legislation for archiving in the public interest. The “Guide to archiving personal data” August 2018 published by the National Archives has been used as the basis for our archived records privacy policy.

### **4. Digitising**

Our membership is gradually digitising some of our records for online use. We will make every effort, taking into account the content and condition of the material, to avoid putting personal information online that may cause damage or distress to living individuals.

### **5. Profiling**

We may use automated profiling to calculate when personal information that is closed for a person's lifetime can be made open. To do this we assume a lifespan of 100 years. This may result in information on people who are aged over 100 being made public. If this is the case, please contact MOSHRS and we will remove your information from public access.

### **6. Researchers**

People who use information about living people from the archives have a duty, under data protection legislation, not to use that information in a way which may cause distress or damage to them. You should also be aware that, just because information is in the public domain, it does not necessarily make it lawful for you to make it public. Personal information is not covered by the Open Government Licence and may also be subject to copyright.

## 7. Personal rights over personal information

Data protection legislation gives you various rights over your information. These may include (as relevant) the right to:

- Access information held about you: you must provide us with valid ID, and with enough information to enable us to identify your personal information. In certain circumstances, under data protection legislation, we may not be required to provide all the details of personal information held. . You are only entitled to your own personal data, and not to information relating to other people. If your request is manifestly unfounded or excessive, we can request a “reasonable fee” to deal with the request; or refuse to deal with it. We will provide you with an explanation of this decision.
- Amend and rectify personal information that is inaccurate and notify any third party recipients of the necessary changes. If your information is in our archival collection we will not alter the record. It may be to your advantage to have this documentary proof that a particular record was incorrect. We will, however, consider adding the correct information to the archival record.
- Request restriction of information processing concerning you or to object to processing of your personal information.
- Request the erasure of your personal information where it is no longer necessary for us to retain it. If your information is in our archival collection, we will consider withdrawing public access to it. See our takedown and reclosure policy below.
- Object to automated decision-making, including profiling (if any) that has a legal or significant effect on you as an individual and the right to object to marketing.
- Withdraw your consent to any processing for which you have previously given that consent, without affecting the lawfulness of any processing based on your consent prior to its withdrawal.

Please contact us using our website if you wish to exercise any rights. We endeavour to acknowledge requests within two weeks and to supply the appropriate response and information promptly and usually within one month.

## 8. Processing your personal information outside of the EU

On a regular basis we receive requests from overseas for our archived records. All EU countries, including the UK, process personal information according to the General Data Protection regulations, which requires them to have a legal basis for processing it, and gives you rights over your information. Countries outside the EU, although they may have their own Data Protection legislation, will not be subject to the same EU regulations.

We will take all practical steps to make sure your personal information is not sent to a country that is not seen as ‘safe’ either by the UK or EU governments.

If you are accessing our services from outside the EU then any information you send or receive from us will, of necessity, be transferred via a non-EU country.

## **9. Keeping personal information secure**

MOSHRS takes the security of all its historical records very seriously. Close links are maintained with other local archives who may provide advice and guidance on securing our records.

## **10. Takedown Policy**

The takedown policy applies to material on our own website. As a general rule, information published on a website will be considered to be in the public domain and will be removed only in exceptional circumstances, at the discretion of MOSHRS. The information will be regarded as having been removed temporarily and may be restored at a date decided by MOSHRS. All takedowns will be published on the MOSHRS website indicating the reason for takedown and the date of takedown.

## **11. Reclosure policy**

The reclosure policy describes the circumstances in which information in open records may be subsequently closed by MOSHRS. It applies to records (including digital records) that have been transferred to MOSHRS for preservation as archives. Most archive records held by MOSHRS are classed as 'open' and anyone can view them or obtain a copy of them. Records that are closed, i.e. not available for access by the public, are clearly identified on the website. It is rare that an open record is subsequently closed to public access, but there are circumstances, such as those described below, in which this may occur.