

Viking Society for Northern Research

The Viking Society for Northern Research, registered at University College London, complies with the UK General Data Protection Regulation and Data Protection Act 2018. We respect the privacy of our members and explain here how we collect, store and process your information.

We ask members for the following information:

Name

Address

Email

Phone numbers may be required in special circumstances

Any affiliations with a university/institution

Bank details for recipients of prizes, research support fund and bursaries

When payments are made to the society, we receive details of your name, and in the case of PayPal, an email address. Names and postal addresses are shared with our publisher, Short Run Press, who distributes Saga-Book. No data is shared with any other third parties and we take suitable measures to secure the data we hold.

We will store this data for as long as required, or as long as we have your permission to keep it. You have the right to withdraw your consent at any time.

You have the right to know and to access the information we hold about you, to rectify it and to erase it ('the right to be forgotten'), to restrict its use and to object to us using it. If you have any questions or comments regarding our privacy policy, please email us.

Asset: Members' details	
Details held on database	Name Address for Saga-Book distribution Email address In some cases: phone numbers
Location	On a database
Owner	The Viking Society for Northern Research
Access	Lucy Keens and Alison Finlay
Shared	Names and addresses are shared with Short Run Press to distribute Saga-Book every November
Format	The database is a spreadsheet Information is also stored in email correspondence, in the Treasurer's folder and secure harddrive
Retention	Details are stored on the database while the person is a member of the society. We retain address and email address for at least 12 months to renew memberships easily.

If any members would like to be removed from our database and/or mailing list, please get in touch with Lucy at vsnr.treasurer@gmail.com.