



Highgate Literary &
Scientific Institution
Founded 1839

11 South Grove
Highgate
London N6 6BS
T 020 8340 3343

admin@hlsi.net
www.hlsi.net

Highgate Literary and Scientific Institution

Privacy Policy

Who we are

We are the Highgate and Literary Scientific Institution. We can be contacted at 11 South Grove, London N6 6BS or by email at admin@hlsi.net or by telephone on 020 8340 3343

About this Policy

This Privacy Policy describes what happens to the personal information which you supply to Highgate Literary and Scientific Institution (referred to as “HLSI”, “our” or “we”). HLSI reserves the right to change this Policy from time to time and revised terms will be posted on our website. Changes may be made without prior notice but will not be made retrospectively.

What information we collect and why

You may supply HLSI with personal information, both on you and others. This information may include name, address, telephone and email information for you, a joint member, or an emergency contact. We may also have your date of birth and/or age related information, gender information, bank payment information (but not payer bank details), special skills and volunteer preferences; information on use of our facilities

such as library loans and, for those who book courses, information on attendance records [and, if appropriate, some medical information].

This may be given to us in person, by post or through our website or you may make an enquiry through one of our web forms. We will store and collect this personal information.

What do we do with your personal information?

We will use your personal information for one or more of the following purposes, and for those purposes may share your personal information with other third parties acting on our behalf:

- to provide you with information about our activities and services or to respond to any enquiry or complaint you may make to us;
- for legal and regulatory compliance purposes;
- for our own administrative purposes, including training our staff and conducting internal audits;
- for market research purposes, where we may contact you to ask for your feedback on what we do; and
- to prevent or detect abuses of our website or information systems.

If at any time after you have consented to our using your personal information for marketing purposes and you wish us to stop using your information for these purposes, please email us at admin@hlsi.net or write to us at HLSI.

Grounds for processing your personal information

To process your personal information lawfully we need to rely on one or more valid legal grounds. For example, we may rely on legal grounds, such as:

- our legitimate interests as an organisation (except where your interests or fundamental rights override these). For example, it is within our legitimate interests to use your personal information to prevent or detect fraud or abuses of our website;

- the need to use the information in connection with your membership rights, for example to log library loans;
- to comply with contractual requirements, for example in relation to our insurance policies;
- our compliance with a legal obligation to which HLSI is subject, for example in reporting to our regulators or any relevant authorities; and
- your consent to our using your personal information for our marketing purposes, such as using your photos or videos on our website and social media pages and informing non members about what we offer.

Disclosure of your personal information

There are circumstances where we may wish, or are compelled, to disclose your personal information to third parties. This will only take place in accordance with the law and for the purposes listed above.

Retention of personal information

Your personal information will be retained for as long as it is necessary to carry out the purposes set out in this Privacy Policy (unless longer retention is required by law). However, we will not retain any of your personal information beyond this period and the retention of your personal information will be subject to periodic review. If we decide that we are no longer entitled to do so, we will stop processing your personal data except that we may retain your personal data in an archived form in order to be able to comply with future legal obligations, such as compliance with tax requirements and exemptions and in connection with legal claims. We may keep an anonymised form of your personal information, which will no longer refer to you, for statistical purposes without time limits, to the extent that we have a legitimate and lawful interest in doing so.

Your legal rights under data protection law

Data protection law provides individuals with certain rights, including the right to: access, rectify, withdraw consent, erase, restrict, transport, and object to the processing of, their personal information. Individuals also have the right to lodge a complaint with the relevant information protection authority if they believe that their personal information is not being processed in accordance with the law. Further information about your rights is set out below:

- **Right to obtain a copy of your personal information.** You have the right to obtain a copy of the personal information we hold about you. If you like would to obtain a copy of this information please email us at admin@hlsi.net. You may be required to submit a proof of your identity and a fee.
- **Right to rectification.** You may request that we rectify any inaccurate and/or complete any incomplete personal information.
- **Right to withdraw consent.** Where consent is needed by us, you may, as permitted by law, withdraw your consent to the processing of your personal information at any time. Such withdrawal will not affect the lawfulness of processing based on your previous consent. Please note that if you withdraw your consent, you may not be able to benefit from certain service features for which the processing of your personal information is essential.
- **Right to object to processing.** You may, as permitted by law, request that we stop processing your personal information.
- **Right to erasure.** You may request that we erase your personal information and we will comply, unless there is a lawful reason for not doing so.

Your right to lodge a complaint with the supervisory authority. We suggest that you contact us about any questions or if you have a complaint in relation to how we process your personal information. However, you do have the right to take any complaints about how we process your personal data to the Information Commissioner :

<https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Linked websites

Please note that any websites that may be linked to our websites are subject to their own privacy policy.