

## **British Civil Wars Memorial Project Privacy Statement**

The British Civil Wars Memorial Project takes your privacy and personal data seriously and we are committed to letting you know how we use your personal information and to do so responsibly. References to “we”, “us”, “or “our” in this Privacy Policy are references to the organisations that make up the project group. These organisations are detailed below and they act as processors for the data that has been collected. The Battlefields Trust is also one of these organisations and collects, stores and controls the information collected by the project and acts as its Data Controller:

The Cromwell Association  
Fortress Study Group  
John Hampden Society  
National Civil War Centre  
Pike and Shot Society  
Sealed Knot  
Scottish Battlefields Trust

### **1. Information about you**

1.1 The British Civil Wars Memorial Project will collect personal information from you when you respond to our project questionnaire. This will include your name and email address.

### **2. Our use of your information**

2.1 We will use your personal information to maintain the copyright waiver information we hold and to link questionnaire submissions to any emailed photographs. We will only use your personal information to contact you if we have a query about the memorial (including plaques, stained glass windows, information board etc) submission you have made. Your personal details will not be published on the online memorial database except where you have specifically requested that we credit you with taking a photograph used on the database

### **3. Security**

3.1 We will hold your data securely and take reasonable precautions to prevent the loss, misuse or alteration of information you give us. We may communicate with you by email. Such communications won't be encrypted and if you would prefer us not to communicate with you in this way, please let us know using the address in para 6.1 below.

3.2 Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

### **4. Retention**

4.1 We will keep your personal data for seven years after submission of an entry to maintain copyright waiver information in respect of the Limitations Act 1980. At the end of this period your personal information will be deleted.

### **5. Microsoft Forms**

5.1 The online form available to respond to this questionnaire uses Microsoft Forms which is a third-party service. Microsoft may process some of your data through cookies in order to deliver this service. Details of Microsoft's privacy policy can be found at: [Microsoft Privacy Statement](#)

### **6. Other information**

6.1 At any time you can have the right to be informed about the information we hold about you and the purposes we are using it for. You can ask us to stop or restrict our processing of your information, require us to correct information we hold about you that is wrong or to erase all the information we hold about you. You can also ask for a machine-readable copy of your information to provide to other organisations or individuals. If you want us to do any of these things then please email us at [research@battlefieldstrust.com](mailto:research@battlefieldstrust.com) or write to British Civil Wars Memorial Project, C/O Battlefields Trust, Crown House, 27 Old Gloucester Street, London WC1N 3AX. We will comply with these requests unless there is a legal reason not to.

6.2. The Data Controller is the Battlefields Trust. Its Chair can be contacted at [chairman@battlefieldstrust.com](mailto:chairman@battlefieldstrust.com)

6.3 If you are dissatisfied with the way the Battlefields Trust has processed your personal data you should raise your concerns with us. If you are dissatisfied with the way we have handled your complaint you can ask the Information Commissioner to look into the matter. Details about how to do this can be found at <https://ico.org.uk/concerns/>.