

The General Data Protection Regulations 2018

These Regulations come into force on 25 May 2018. Their purpose is to increase the protection of the personal data of living EU citizens; that is the data which can be used to identify an individual that is name address, date of birth, e mail address.

The purpose of the Regulations is to enhance the existing Data Protection legislation which ensures that personal data which can identify an individual, i.e. name, address, email address, is properly protected and safeguarded by businesses and only used or processed for a specified purpose.

There are three classes of living persons in respect of whom Christine Wibberley *Trace Your Ancestry* will hold personal data.

1. **Clients.** Before commencing work clients will be asked for their postal address, a contact telephone number and, if available an e mail address. Unless these details are provided the project will not proceed. The sole purpose of holding these details is to undertaking research on behalf of the **Client**, making and maintaining contact and to fulfil the requirements of HMRC I will never, without your express authority, pass to any third party your personal details save that information may be required by HMRC in connection with an assessment or investigation of my tax affairs. The personal data passed to me is held securely on Intervals Online, a web based password protected project management and invoice generating system whose servers are based in the USA. E mail addresses and e mail correspondence is held securely by 1&1, a web based password protected web mail and website hosting system whose servers are based wholly within the EU. All personal information provided by **Clients** will be held securely or where appropriate as hard copy for seven years to comply with HMRC regulations.
2. **Research Subjects (Living Person Research)** where the aim and object of the research project is to locate the living person involving the collection of their personal data from information and records within the public domain.
Christine Wibberley *Trace Your Ancestry* carries out two types of work relating to Living Persons
 - i. Where an estate needs to be administered but the beneficiaries, that is the next of kin of a deceased person need to be ascertained and records within the public domain are used both to establish relationships and the whereabouts of persons likely to have an interest in the estate. This personal data when gathered will be stored securely by me using the same methods set out in 1. above for a period of six years to meet the requirements of my Professional Indemnity Insurers. It will also be shared with the **client** of *Trace Your Ancestry* who will be either a Personal Representative or Legal or other Professional seeking to distribute the estate. The need to administer the estate according to the law gives a legitimate interest for the gathering, sharing and holding the information.
 - ii. Where a client requires an individual to be traced for personal reasons and records within the public domain are used to trace the person(s) in question and frequently their relations' information will be gathered and stored for six years to meet the requirements of my professional indemnity insurers. Information collected will also be passed to the **client** of *Trace Your Ancestry*. The entitlement to use information within the public domain gives a legitimate interest for the gathering, sharing and holding the information. My client will have been required to give an assurance that the tracing is for a lawful purpose.
3. During ancestral research occasionally it will happen that the details of living persons, usually a birth and approximate date of birth will be collected and included in the research details, often because it cannot be ascertained whether they are alive or dead. If the client knows the person and wishes their details to be to be included in any tree or report to be given, or in the case of a person under 18 the consent of their parent or guardian.

If you believe Christine Wibberley *Trace Your Ancestry* has wrongfully collected, holds or has misused your personal information you should contact her by e mail

tya@christinewibberley.co.uk

or post

104, Clock Face Road, St. Helens, Merseyside WA94LU (**not available for visits in person**) setting out the reason for your objection.

If you wish to complain about the way your personal information has been collected handled or used I am registered with the Information Commissioner's Office <https://ico.org.uk/>

Christine Wibberley *Trace Your Ancestry* is a business specialising in family history and genealogical research.