

## **PRIVACY POLICY FOR SOUTHAMPTON & DISTRICT PHILATELIC SOCIETY**

**Last revised July 2018**

### **In summary**

At the Southampton & District Philatelic Society ('SDPS', 'we', 'us', and 'our') take data protection very seriously and we are committed to protecting your personal information.

This explains what information we gather about you, what we use that information for, and who we give that information to. It also sets out your rights in relation to your information, how long we keep it and who you can contact for more information. Click on the links to take you to the sections.

It is our policy to collect the minimum information required from you. If you believe we have collected excessive information about you, please speak to any of the Society Officers to raise any concerns you may have.

Although you do not have to provide any of your personal information to us, if we ask you to do so and you refuse, we may be unable to provide you with the information, goods or services you want from us.

### **What is personal information?**

Personal information is anything that enables you to be identified or identifiable, such as your:

- First and last names
- Postal and email addresses
- Telephone numbers
- Identity numbers (e.g. Bank accounts)

Your personal information is sometimes called "personal data". We collectively refer to handling, collecting, protecting or storing your personal information as 'processing'.

### **Collecting personal information**

Below are just some examples of how you may provide personal information to us:

- By becoming a member of the Society and receiving Postmark (our Society newsletter)
- By joining the Society Packet and distribution list
- Selling items through our Auction or Packet circulation list
- Contacting us, including through our website
- Searching and browsing our website
- Attending our events

### **Using personal information**

When you provide personal information to us, we may use it for any of the purposes described below or as stated at the point we collect it from you (or as may be obvious to you from the context of collection), including:

1. To distribute Postmark and other publications to you that form a benefit of membership
2. To circulate the Packet (your name, address and telephone number will appear on a distribution list seen by other members)
3. To collect membership fees

4. To enable the Officers of the Society to effectively manage our Society, including to contact you about Society matters
5. To administer and manage our website including
  - To personalise and enrich your browsing experience by displaying content that is more likely to be relevant and of interest to you
  - To sort and analyse user data (such as determining how many users from the same organisation have subscribed to or are using the Website)
  - To understand how people, use the features and functions of our website in order to improve the user experience
6. Any other purposes for which personal information has been provided to us, including any of the purposes given in the 'Collection of personal information' section above.

We do not collect personally identifying information for sale to third parties.

#### **Legal grounds for processing personal information**

We only process your information to deliver the benefits of membership and to administer the Society. The legal basis for doing this is contract.

#### **Security of personal information**

Only Society Officers are provided with access to personally identifiable information we have collected, and such individuals have agreed to maintain the security and confidentiality of this information.

Although we use appropriate security measures once we have received your personal data, the transmission of data over the internet (including by e-mail) is never completely secure.

We endeavour to protect personal data, but we cannot guarantee the security of data transmitted to or by us.

#### **Sharing personal information**

We do not share or disclose the personal data we collect from you to third parties other than:

- To distribute Postmark (where we may use outsourced distribution and printing facilities)
- Distribution lists for the Packet (which can be seen by other members on that distribution list)
- The purposes for which the information has been submitted
- Other internal or administrative purposes

We may also disclose your personal information to law enforcement, regulatory and other government agencies and to professional bodies and other third parties, as required by and/or in accordance with applicable law or regulation.

#### **Retention of personal information**

We will retain your personal information for as long as you are a member of the Society. After that we only keep an archival record of membership, we do not keep your contact details or any financial information.

#### **Marketing**

The Society does not undertake any form of direct marketing. All of our contact will be to deliver the benefits of membership, such as Postmark, AGM notes, or distribution of the Auction catalogues.

If you do not want to receive communication from us, then please let any Society Officer know and you will be removed from the distribution list.

### **Rights in relation to your information**

You have certain rights in relation to the personal information we hold about you. You have the right to:

- Request a copy of personal information we hold about you;
- Ask that we update the personal information we hold about you, or correct such personal information that you think is incorrect or incomplete;
- Ask that we delete personal information that we hold about you, or restrict the way in which we use such personal information;
- Object to our processing of your personal information; and/or
- Withdraw your consent to our processing of your personal information (to the extent such processing is based on consent and consent is the only permissible basis for processing).

If you would like to exercise these rights or understand if these rights apply to you, please speak to any Officer of the Society.

### **Our website**

Our Website may link to third-party sites not controlled by us and which do not operate under our privacy practices. When you link to third-party sites, our privacy practices no longer apply. We encourage you to review each third-party site's privacy policy before disclosing any personally identifiable information.

We do not intend to collect special category (also known as sensitive) personal information through our website (unless we are legally required to do so). Examples of special category information are: race or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; physical or mental health; genetic data; biometric data; sexual life or sexual orientation; and criminal records.

We ask that you do not provide us with special category personal information when using our website.

### **Cookies**

Please see our [Cookie Policy](http://www.southamptondps.org.uk/privacy.html) [[www.southamptondps.org.uk/privacy.html](http://www.southamptondps.org.uk/privacy.html)].

### **Contact us**

If you have any questions or complaints about the way your personal information is processed by us, or would like to exercise one of your rights set out above, please contact us by the following means:

- Contact page on our website [www.southamptondps.org.uk/officers.html](http://www.southamptondps.org.uk/officers.html) for phone and email addresses.
- Or phone Kevin Chard, phone number 01489 574834.

You also have the right to lodge a complaint with your local data protection regulator, which in the UK is the Information Commissioner Office (ICO). The ICO can be contacted by the following means:

Website: <https://ico.org.uk/global/contact-us/email/>

Telephone: 0303 123 1113 (local rate - calls to this number cost the same as calls to 01 or 02 numbers). If you're calling from outside the UK please call +44 1625 545 700.

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

We may update this Privacy notice at any time by publishing an updated version here. So that you know when we make changes to this Privacy statement, we will amend the revision date at the top of this page. The new modified or amended Privacy notice will apply from that revision date. Therefore, we encourage you to review this Privacy notice periodically to be informed about how we are protecting your information.