

## **Society of Bookbinders ('the Society') Data Privacy Statement for Events**

This statement sets out how the Society meets its obligations for data protection under the General Data Protection Regulation (EU) 2016/679 (GDPR) with effect from 25 May 2018.

### **Why do we collect personal information?**

When you book a place at a Society event, you are entering into a contract with the Society and your personal data is collected on that basis. We will use your data to manage event programmes, and, where relevant, to inform event venues about rooming requirements, catering and specific personal needs such as access and dietary requirements based on the information you provide.

### **Consent**

By providing your personal information to the Society when you book a place at an event you enter into a contract with the Society and so give your consent to the collection, storage, processing and use of your personal information by the Society as described in this privacy statement.

### **Retention of personal data**

The Society will delete data relating to attendance at a Society event within 4 weeks of the event taking place.

### **How we keep your data**

The Society takes its data protection responsibilities seriously and its data handling procedures are designed to prevent unlawful access to data it holds. Your data will be held by event organisers. The Society will never pass your data to a third party except as necessary for event management and then under the same privacy controls.

If you use a credit or debit card to pay for a place at an event your data is secured by our procedures in accordance with relevant sections of the Credit Card Industry Data Security Standard (PCI DSS).

### **Changes to this Privacy Statement**

We will keep this statement under review and updated as necessary.

Version 1

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