

Society of Bookbinders ('the Society') Data Privacy Statement

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?

You give us your personal information to, for example, join the Society as a member, to donate and to participate in an event. The personal information we collect typically includes your name, address, email address and telephone number; for payments, we may also ask for payment card details depending on the method of payment you choose. We collect this information only for specific activities, such as providing membership benefits, donation processing, event management and sending regular information about our work, our events and bookbinding news and information.

We will only share your information with trusted suppliers to carry out these transactions.

How do we use your personal information?

Depending on the consents you give, we use your personal information:

- To complete your membership application
- To include you in the Society's printed handbook (previously called The Directory)
- To include you (if you request it) in our website list of binders who offer services to third parties
- To process membership subscriptions, donations or other payments
- To record details of your Gift Aid status, if applicable
- To send you our publications*, notifications and general bookbinding news
- To manage events you wish to attend**

*We use a trusted mailing company for the journal *Bookbinder*.

** Consent relating to events is based on a contractual relationship between the Society and the person booking to attend an event (whether national or regional) and is the subject of a separate data privacy statement available on the Society's website.

Consent

By providing your personal information to us as part of becoming a member of the Society you give your consent to the collection, storage, processing and use of your personal information by us as described in this privacy statement. The consents are designed to allow you to choose how we use your data. From 25 May 2018 new members joining the Society will be asked to choose the communication methods the Society may use and where the member's information may appear. Existing members will be asked to do the same at next renewal. Consent will normally only be required once but you may change your consent(s) at any time – see below.

Changing your consents, requesting information on data held by the Society and removal of data

At any time, you can change how you wish to hear from us, including by post, telephone or electronic communications. You can also ask for details on what information the Society

holds about you and may request that the Society removes data it holds on you. For any such request please email to nat.secretary@societyofbookbinders.com. The Society will respond within 1 month of receiving the request.

Retention of personal data

The Society will delete data in individual membership records after termination of membership howsoever effected and within 4 weeks of such termination.

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 may be held centrally and by regional secretaries and by event organisers. The Society will never pass your data to a third party except as noted in the consents you provide.

If you use a credit or debit card to pay for membership or another services 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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