



Data Protection Policy (GDPR)

1. The Society of Bookbinders ('the Society') takes its data protection responsibilities seriously.
2. The General Data Protection Regulation (EU) 2016/679 (GDPR) has effect from 25 May 2018.
3. This policy sets out how the Society meets its obligations for data protection under the GDPR.

4. Lawful bases for data processing.

4.1 Consent. The Society will seek consent from individuals for processing their data for membership purposes.

4.2 Contract. The Society will process data on an individual in the context of a contract for attendance at Society events.

5. Purpose.

5.1 Membership. Data will be processed to enable communication on Society business, to include a member's information in the Society's Directory and, if requested, in its website list of binders who offer binding services to third parties and for subscription purposes.

5.2 Events. Data will be processed to manage attendance at events and, where relevant, to inform event venues about rooming requirements, catering and specific personal needs such as access and dietary requirements.

6. Privacy Notices

6.1 Membership data.

The general form of a Privacy Statement to be used when an individual joins the Society or renews membership:

The Society takes its data protection responsibilities seriously and its data handling procedures are designed to prevent unlawful access to data it holds. The Society will never pass your data to a third party except as noted in the consents below. The Society asks you to give your consent to the use of data it holds/will hold on you for the following purposes. For each purpose, you must indicate your consent to that use:

I consent to the Society using my data to communicate with me on Society business as follows:

- Address (sending information on the Society and its events and activities by post or mail)
- Email (sending information on the Society and its events and activities by email)
- Telephone (Contacting you by telephone only on matters relating to your membership of the Society)
- I consent to the Society including my details in its printed Directory
- I consent to and request that the Society include my details in its list of binders available on www.societyofbookbinders.com indicating my work areas and contact routes

6.2 Contract data

The general form of a Privacy Statement to be used when an individual books a place on an event organised by the Society:

When you book a place at a Society event, you are entering 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.

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.

7. Deletion of data

The Society will delete data in individual membership records (6.1) 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.

8. Right of access

An individual on which the Society holds data may ask for access to that data and to rectify any errors and to erasure of data.

9. Those responsible for Society activities that involve collection of personal data (for example but not exclusively membership data, attendance at Conference or Seminar, competition entrants) must follow the principles set out above.

10. If anyone becomes aware of a breach or potential breach of data protection as set out in this policy an Hon. Officer (Chairman, Secretary or Treasurer) must be informed immediately. The Hon Officer will decide with the person reporting the breach what immediate action is required and will institute an investigation with the aim of preventing further breaches.

POLICY AND PROCEDURE CONTROL SHEET

Data Protection Policy

Effective date	Approved by	At its meeting on
19 May 2018	Society of Bookbinders Council	19 May 2018

Date of last review	Reviewed by	Date of next review