



## 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 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 members' data to a third party except as noted in the consents below. The Society asks members to give consent to the use of data it holds/will hold for the following purposes. For each purpose, members must indicate consent to that use when first joining the Society. Consents may be changed at any time by notifying the Membership Secretary.

*Note: If a member does not give consent in respect of any aspect, it will restrict the means by which the Society communicates with that member. If a member does not consent to any of the*

*communication options the Society will be unable to send, for example, information on Society events, Society newsletters and journals and reminders to renew membership. Consent to using address is essential if a member wishes to receive printed newsletters, the Society's journal Bookbinder and other printed matter including notifications.*

#### Consents:

In accordance with GDPR our consents follow the 'granular' principle that they should allow for consent for specific purposes and not seek blanket consent for all data processing options.

#### Address (sending information on the Society and its events and activities by post or mail)

*Note: giving consent to this option includes consenting to name and address being passed to third parties that provide mailing services to the Society, including mailing the Society's journal 'Bookbinder'*

#### Email (sending information on the Society and its events and activities by email)

#### Telephone (Contacting by telephone only on matters relating to membership of the Society)

#### Inclusion of details consented to in the Society's printed Directory

Inclusion of details consented to in the list of binders available on [www.societyofbookbinders.com](http://www.societyofbookbinders.com) indicating work areas and contact options.

### 6.2 Contract data

When an individual books a place at a Society event, that individual enters into a contract with the Society and personal data is collected on that basis. The type of personal data required will vary depending on the type of event. Typically for a single non-residential event it may include name, address, email address and, where food is to be provided, any dietary requirements. For a residential event additional data on, for example but not limited to depending on the event venue, an individual's mobility and access limitations may also be collected. The Society will use that 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 provided.

By providing personal information to the Society when a place is booked for an event an individual enters into a contract with the Society and so gives consent to the collection, storage, processing and use of 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 by a person who is not a member of the Society within 4 weeks of the event taking place unless consent has been given to communicate on Society affairs including later events.

#### 8. Right of access

An individual on whom the Society holds data may ask for access to that data and to rectify any errors and to erasure of data. For this, requests should be sent to [nat.secretary@societyofbookbinders.com](mailto:nat.secretary@societyofbookbinders.com)

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
19 May 2018	Society of Bookbinders Council	11 May 2019
11 May 2019	Society of Bookbinders Council	June 2020