

# CANADIAN PHILATELIC SOCIETY OF GREAT BRITAIN

## PRIVACY POLICY

To facilitate the smooth running of the Society, it holds limited data on members as outlined below. Members are required to provide this data to the Secretary on joining the Society and to advise the Secretary, in a timely manner, of any updates/ changes to the data. Payment of the Society annual subscription is deemed to be consent for this data to be held.

Members may elect to withhold their e mail and/or phone contact information and collecting interests data should they so wish. They may also ask for their data not to be published in the Society Members Handbook.

### **Members:-**

**Name, Home Address, Phone Number, E mail address (where applicable), Collecting interests**

This data is held by the Secretary and managed by him/her in a master spreadsheet. This spreadsheet is also provided to the Maple Leaves Editor, Subscription Manager and his/her North American Agent and the officer who is responsible for producing the Members Handbook. The information is used for:-

- a) Contacting members in relation to Society events such as auctions, subscription renewals etc
- b) Mailing out the quarterly Society Journal, *Maple Leaves*
- c) Maintaining a record of subscriptions status
- d) Compiling the Members Handbook, a paper only document issued only to members for their information.

The above data is held only for current, paid up, members of the Society. The only third party that part of the data is shared with is the Maple Leaves printer who receives each quarter an updated spreadsheet of mailing addresses only (other data fields deleted). The printer auto deletes this data after two weeks and requires an updated spreadsheet for each issue of the journal.

In the event of members leaving the Society, for whatever reason, the data is removed from the record at the earliest opportunity. If any such member should re-join the Society at a future date, the member will be asked to re-submit the data.

### **Key Officers of the Society:-**

The following Officers of the Society will, in addition to the above, have some contact information published on the Society website. Acceptance of the relevant position in the Society will be regarded as consent for this information to be so published.

- President, Treasurer, Maple Leaves Editor, Handbooks Manager, Librarian, Auction Manager, Packet Manager and Advertising Manager – e mail address only.

- Secretary, Subscriptions Manager, Subscriptions Manager Agent in North America – e mail address and mailing address.

### **Society Auction Vendors and Buyers:-**

The Auction Manager holds details of all customer (vendor or buyer) name, address, telephone number and e mail address (where applicable).

This data is used to inform customers of forthcoming postal and room auctions run by the Society and to enable customers to participate in these auctions.

This data is held only by the Auction Manager and is not divulged to any other party without the consent of the customer.

### **Rights of Club Members:-**

You have the right to:-

- Change or specify your communication preferences or restrict the use of your personal data for specific purposes
- Request that we correct your personal data if you believe it is inaccurate or incomplete
- Request that we delete your phone and/or e mail personal information and collecting interests information
- Access the personal data we hold about you by a request to the Secretary

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

GS 25/5/18