

The PRINTING HISTORICAL SOCIETY

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www.printinghistoricalsociety.org.uk

Privacy Policy

ISSUED 25 MAY 2018

The Printing Historical Society takes seriously its moral and legal obligations to protect the personal information we hold about our individual members and customers from misuse.

The personal data that we hold

The Society holds only such personal data on its individual members and customers as it is necessary for the Society to hold in order to provide them with the services and products for which they have paid.

In return for an annual subscription, individual members receive copies of the Society's publications. We also issue subscription renewal reminders by letter and by email. For these purposes we hold the following information within digital data files:

- individual members' names and postal addresses, as supplied either on membership application forms or in correspondence on Society business between the member and an officer of the Society;
- individual members' email addresses, where supplied either on membership application forms or in email correspondence on Society business between the member and an officer of the Society;
- if supplied on the membership application form, notes of members' specific interests within the general field of printing history;
- records of the dates and amounts of subscription payments and donations;
- records of the dates when we are notified that a member has resigned or died.

We keep all this information for a period of five years, to enable us to answer queries from current and past members regarding their membership status over that period.

How we store, share and process personal data

We only store personal data on systems that are properly protected from unauthorised access using up-to-date system protection mechanisms including firewall, anti-virus and anti-malware software.

The PRINTING HISTORICAL SOCIETY

Members' personal data are shared between those officers of the Society charged with maintaining membership records and financial accounts we use cloud-based storage services that comply with current UK and European data privacy law. We don't include personal information in reports on the Society's membership and financial position, only aggregated financial and numeric data.

Personal data for non-members purchasing products and services from the Society are shared between those officers of the Society concerned with fulfilling those purchases and are not used for any other purpose.

We use members' personal data to generate mailing lists for our own use in corresponding with our members and for use on our behalf by service providers, such as printers, in carrying out mailings on our behalf. We only provide service providers with the minimum of information that they need to carry out mailings, i.e. names and postal addresses. We only use service providers in the UK, and they are bound by the same regulations as we are: without your consent they have no rights to use the data, except for the purposes for which we are employing their services. Once mailings are completed, the service providers involved are required to delete the personal data that we have provided.

From time to time we may use personal data to communicate with individual members by email, with their consent, to issue time-sensitive notices that cannot be communicated quickly enough by other means.

Member consent and member rights

By joining the Society and paying subscriptions, members consent to us using their contact details to send them the Society's publications and to communicate with them formally about their subscription and about the Society's Annual General Meeting and other Society events.

Occasionally, we wish to send announcements and new items of interest to our members that would normally be published in *Printing History News*, but which are time-sensitive or otherwise inappropriate to include in the next issue. We will ask members to consent to us sending them such announcements and news items by email.

A member may contact us at any time to request to see what information we hold at that time and to request that we change or delete information that we hold or to request that we restrict its use. We will advise a member if, by deleting the information or restricting its use, we are unable to provide them with the full service due to them for their membership subscription.

Any member with a request relating to their personal data held by us should contact the Hon. Secretary (secretary@printinghistoricalsociety.org.uk).