



Wokingham & District Philatelic Society

Privacy Policy

The Policy itself

- The Policy shall form part of the Rules of the Society.
- The Policy shall be reviewed by the Committee on an annual basis.
- The purpose of the policy is to confirm that the Society is compliant with the General Data Protection Regulations and the Data Protection Act (2018).

The Data Controller

- The Society's Membership Secretary will act as Data Controller. Any matters arising in their absence will be delegated to another Committee member.

The Data

- Only data that is required for the running of the Society will be kept.
- Data is collected from the Membership Application form and then updated yearly on completion of a Subscription Renewal Form by all members.
- The data that is collected will generally be members' names, addresses, phone numbers, email address, membership status, receipt of subscription and collecting interests.
- The data will only be used by Committee members for the purpose of the running of the Society.
- Data is held electronically on computer or portable media or may be in a written document, stored securely at the homes of the Committee members of the Society.
- All out of date data will be deleted or destroyed.
- If a member dies or resigns, data may be held for a brief period but if a member or next of kin requests that the data be deleted immediately, then that will be done.
- Information held on record will not be shared with any other person or organisation.
- If a member wishes to see the data being held about themselves, they should contact the Data Controller by email or in writing.
- The Data Controller, or in their absence the Secretary, will inform the Information Commissioner's Office in the event of any data breach.