

## **ABERDEEN PHILATELIC SOCIETY: 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 should they so wish.

### **Regular Members:-**

#### **Name, Home Address, Phone Number**

This data is held by the Secretary only and is used for:-

- a) Mailing out of Society Programmes, Newsletters and other information
- b) Emergency contact in the event of any planned meeting being cancelled at short notice due to inclement weather

#### **E mail address (for those members who have one and are happy for the Society to hold it)**

This data is held by the Secretary and the Newsletter/ASPS delegate only and is used for:-

- a) Sending out Newsletters and Society Auction Catalogues to members
- b) Sending out ad hoc communications to members relating to Society business

### **Collecting interests:-**

This data is held by the Secretary and used to compile a list of all members collecting interests. This list is shared with all members (paper format only) to allow them to identify other members with similar or related interests.

### **Managing Regular Member Data**

The above data is held only for current, paid up, members of the Society and is not shared with other organisations. 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 all of the above contact information published in the Society annual programme. Acceptance of the relevant position in the Society will be regarded as consent for this information to be so published.

- Secretary

- Treasurer
- Packet Secretary
- Auction Secretary

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

The Auction Secretary 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 auctions run by the Society and to enable customers to participate in these auctions.

This data is held only by the Auction Secretary 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
- 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)

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