

St. Helena, Ascension and Tristan da Cunha Philatelic Society

Privacy Protection Policy

Purpose - The St. Helena, Ascension and Tristan da Cunha Philatelic Society will use and hold the membership data supplied by society members for the purpose of organising the society, promoting philately of the St. Helena and Dependencies territory and to provide services to the membership.

The Board of Directors of the St. Helena, Ascension and Tristan da Cunha Philatelic Society confirms that the Society uses your personal information in the following ways:

- Contact details for distribution of the *South Atlantic Chronicle*, the society newsletter, the delivery of annual membership renewal notices, and the biennial ballot papers for election of directors, and any other matter essential to the management of the society.
- Recording and notification of annual subscription payments being due
- The management of society auctions
- Maintenance of the membership list held by the membership secretary, and distributed to members annually.
- Names (and if volunteered, email addresses) may also appear associated with articles and exhibits that are provided for inclusion in the *South Atlantic Chronicle* and on the web site.
- Personal information is never shared with third parties

Data collected – name, address, and email address. Membership of other societies and collecting interests, where given. Amount and date of subscriptions, purchases, and donations, but no bank account or credit card details.

Period of holding the data - The St. Helena, Ascension and Tristan da Cunha Philatelic Society membership secretary will hold membership data for existing members. Lapsed members will have their details deleted 24 months after they fail to respond to the last request for payment. Deceased or resigned members will have their details deleted after notification to the membership secretary.

Membership Lists - Membership lists will not be publicly available, but members will have an option to exclude their contact information from the annual membership listing noted above.

Cancellation - Personal information can be removed, or a report given of that data, by a member at any time on request. Please contact The St. Helena, Ascension and Tristan da Cunha Philatelic Society Secretary if you wish to do so. Removal of your data will automatically be assumed to terminate your membership.

Security of data - The St. Helena, Ascension and Tristan da Cunha Philatelic Society holds the data in a secured database, with up-to-date antivirus protection installed. No data is stored on-line and the society will not distribute any data to organisations or persons other than members. Members who are in business undertake, and are required, not to use the member listings in any way connected with a commercial operation, or to solicit business from other members.

Agreement - The Board of Directors of the St. Helena, Ascension and Tristan da Cunha Philatelic Society confirm that the data provided will be used only for the purposes outlined above.

Disputes: application may be made to appropriate Supervising Authority in your country in the event of any dispute as to the management of your personal data.

In the UK

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

In the EU

The appropriate Supervising Authority for your state of residence.