

THE BRITISH WEST INDIES STUDY CIRCLE
IMPORTANT – UK/EU DATA PROTECTION
Data Handling Agreement February 2018

In May 2018 new Data Protection legislation comes into force (GDPR). The Association of British Philatelic Societies (ABPS) has provided guidance on how we should proceed in order to conform.

The ABPS, Philatelic Societies and Federations come under the example of where a not for profit organisation is exempt from notification as we process personal data only for an obvious purpose and therefore not required to give a privacy notice. The Act actually says "specified purpose" but this can be taken to be the "obvious purpose". How this affects the way we handle names, addresses, telephone numbers and email (contact details) which we use for the purpose of organising the hobby for the benefit of our members relies on the fact that it is obvious to our members why they are giving their details and therefore the only requirement under the Act is that we must use the data in a fair, proportionate and lawful manner.

If you never use the personal details for any purpose beyond just keeping a register then there is no need to have any agreement in place, it's only when you use the personal data for other purposes in a public forum then you have to ask yourself whether you need active approval. It cannot be stressed enough that all personal data, where active approval has been obtained, can be used for any purpose as long as it is fair, proportionate and lawful.

To avoid any doubt, it would be good practice for every Society member to be asked to sign an agreement.

Therefore, for the avoidance of doubt, we are asking all BWISC members to provide explicit confirmation that they understand how their information will be used and that they agree.

Purposes

The Society uses your personal information for:

- Contact details for distribution of the Bulletin (printed and online).
- Recording and notification of subscription payments being due.
- The management of our auction.
- The membership booklet for members (printed and online) and updates with the Bulletin.
- The membership booklet to Officers and Committee.
- Sending out of the email newsletter.
- Contact information on the website for study group leaders and Society Committee members.
- Names (and if volunteered, email addresses) will also appear associated with documents and exhibits that are provided for inclusion in the Bulletin and on the web site.

Personal information is never shared with third parties.

Permissions

Every member must confirm that they agree for the Society to record personal information for the purposes above. However, those who do not want their names and details included in the membership booklet for members can opt out (already that option is stated online and in the December Bulletin distribution address sheet). Also, you can opt out of receiving the email newsletter by unsubscribing.

Overleaf, is the official form for completion and return.

Alternately, confirmation can be provided via the website (Log in and go to My Details).

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Purpose – The British West Indies Study Circle will use and hold the supplied data for the purpose of organising the Club, promoting philately and to provide services to the membership.

Period of holding the data – The British West Indies Study Circle will hold the data until instructed otherwise.

Cancellation - you can cancel this agreement at anytime and your details will be removed. Please contact The British West Indies Study Circle Membership Secretary.

Security of data - The British West Indies Study Circle will handle the data in a secure form and will not distribute to third parties other than for the purpose outlined above.

Agreement - I understand that the data provided will be used for the outlined purpose. Please either complete and return this form to the Membership Secretary or confirm via the website (instructions below).

Print Name.....

Signed..... Date.....

Permission for the BWISC to publish your address and details in the Membership Booklet available to members and updates with the Bulletin.

Agree / Disagree

Unsubscribing to the email Newsletter is available through the web site.

Supplied Data:

Your name & address, contact telephone number & email address etc. and collecting interests can be viewed on the web site and were included on the reverse of the December Bulletin address sheet.

Website instructions:

Log in to the web site <http://bwisc.org/> with your user name or email and password. Go to My Details (top right of screen).

In the body of the form is "GDPR Agreement" choose "I agree" and enter a date.

On the screen there is also a link to this form.

Near the bottom of the screen click Update.

Please return to the Membership Secretary:
Steve Jarvis, 5 Redbridge Drive, Andover, Hants, SP10 2LF, info@bwisc.org