

BRITISH PRINTING SOCIETY

Founded in 1944 by William Brace as a 'society of friends'



British Printing Society and BPS Publishing Group

Joint Privacy Policy

The society and Publishing Group acknowledge the legal and regulatory requirements set out in the Data Protection Act 2018 (which incorporates the General Data Protection Regulation [GDPR]).

Accordingly the society and Publishing Group follow procedures regarding the collection, storage and disclosure of data that you have given us.

Summary

The society and Publishing Group use the personal data of its members for society and Publishing Group administration purposes and in support of their activities.

This privacy policy explains how the society and Publishing Group use the personal data they hold, the way it is processed and other relevant information.

What data do we collect about you?

We collect the following personal data about you when you apply for membership:

- Title
- Initials
- Forename
- Surname
- Address
- Post code
- Telephone
- Email

Why we hold this data

The society and Publishing Group collect and process personal data in order to fulfil the legitimate interest of running the society and Publishing Group, and will only do so with your express written consent.

Personal data is used for:

- Membership administration and management
- Promoting society and Publishing Group events
- Society branch administration and management
- Expenses reimbursement
- Publicity, awareness and promotion of the society and Publishing Group
- Fulfilling the obligation of publishing the society's magazine, Small Printer

How is the data about you stored?

The society and Publishing Group recognise the need to store data securely and limit its access to those few society and Publishing Group officers with a legitimate need to access it.

Data is stored electronically in the society's and Publishing Group's membership data base and accounting records. Data is stored on computers held by individual officers and shared centrally via Dropbox (Dropbox Inc.), whose privacy notice can be read here https://www.dropbox.com/en_GB/privacy

Our other service partners

In order that we may keep you informed about news and events we may use Mailchimp (The Rocket Science Group, LLC), to send emails. Their own privacy policy can be read here <https://mailchimp.com/legal/privacy/>

The printed Annual Membership List

We will not share your personal data with any other third-party unless we have your express written permission, or the law requires us to.

Each year the society and Publishing Group distribute their own printed copy of the annual membership list. We will only include your details if you provide us with your express written permission to do so.

The annual membership lists are issued for the personal use of members. They are not to be given nor sold to another person or organisation, and are not to be used as the basis for a marketing mailing list or any other purpose. However neither the society or the Publishing Group can be held responsible should such a breach occur.

Access to your data and correction

Under the regulations you have the right to request copies of your personal data, to seek rectification of inaccurate data, the erasure of your data, or object to or restrict the use of your data, and where our system allows, to request copies of your data in digital format.

Accordingly we ask that you inform the society's membership secretary or Publishing Group chairperson of any errors, omissions or changes in your personal data.

How long do we keep your personal data

Your personal data will be kept for a period of six months after your membership has ended.

However, references to a member which are a matter of record (e.g. subscriptions received, expenses paid, references in minutes, awards, the past holding of office, postings in social media controlled by the society or Publishing Group, mention on the website etc.) will not be ordinarily retrospectively deleted after six months. However should you request removal of publicly visible personal data we will endeavour to remove it.

Accounting records are kept for at least six years before being securely destroyed.

How to contact us

Please contact us if you have any questions about our privacy policy or data we hold about you:

The society:

By email: membership@bpsnet.org.uk

Or write to, The Membership Secretary, British Printing Society, Noddyshall, Rockshaw Road, Merstham, RH1 3DB

The Publishing Group:

By email: pgchair@bpsnet.org.uk

Or write to, The Chairperson, BPS Publishing Group, New Cottage, The Flood, Middle Winterslow, Salisbury, Wiltshire, SP5 1QT

How to complain

If we have been unable to resolve an issue regarding how we handle your personal data you have the right to complain to the data protection regulator. Their contact details can be found on their web site <https://ico.org.uk/global/contact-us/>

Changes to our privacy policy

We keep our privacy policy under regular review and we place any updates on our website.

This revised policy is effective from March 2021.