



**The Bird
Stamp Society**

Privacy Notice for members

The Bird Stamp Society (BSS) is the membership organisation for the large number of collectors who specialise in bird stamps and relevant material.

From 25th May 2018 the UK's existing data protection laws will be replaced by the EU's General Data Protection Regulation (GDPR). The new law aims to give EU citizens more control over how their personal data is used, especially online. It will replace the existing UK Data Protection Act 1998, and will remain in force and applicable after Brexit. As the BSS is an organisation that collects, stores and uses personal data provided by you, we need to comply with the new regulations. We take your privacy seriously and this privacy notice sets out how we will use your data, who we share it with, how we keep it secure and your rights as a data subject.

What We Need From You

When you apply to become a member of the BSS, (including if you are registering on behalf of a young person aged 16 or under), we will ask you for the following personal information:

- Contact Details: – Name; Address; Telephone Number; Email Address; Date of Birth (if under 16 years).

If you do not provide us with all the personal information that we need, this will affect our ability to offer you our membership services and benefits, such as the distribution of the quarterly magazine to you, or the ability to join the Packet Scheme.

Why we need your personal information – contractual purposes

We need to collect personal information so that we may manage your membership of the BSS. We will use your personal information to:

- Provide you with core member services, including a membership number and end of year renewal communications.

Why we need your personal information – legitimate purposes

We also process your personal information in pursuit of our legitimate interests to:

- Send our quarterly magazine 'Flight' by post or website download;
- Manage the services associated with regards the Packet Scheme;
- Engage with you on subjects relevant to our representative role, including obtaining your views on, for example, AGM location, content of Flight and website development;
- Respond to your questions, comments, membership needs, complaints or concerns.

Who we share your personal information with

We only share your personal information between BSS Committee members to manage our membership commitments to you. Committee members who need access to personal information will hold only the minimal data they require in order to effectively carry out the particular service they manage. The Committee will also periodically review who needs to process personal information, and will ensure that there is justification for these uses.

Third party suppliers with access to members' personal information

We do not share any personal information with our third party suppliers – a) the website host, and b) printing company for Flight magazine.

The printing company has sight of Committee members' details, through the printing of the Flight magazine, but these details are listed only if the Committee member has given us consent to do so. The Flight magazine is distributed by a Committee member and not by the printing company. Similarly, the webhost for the BSS website will also have sight of the Membership Secretary's personal details, and again, these are listed only when we have consent from the Membership Secretary.

How we protect your personal information

All personal information is predominantly held on secure electronic applications, and very occasionally in printed form, protected in a secure environment. Your data is accessed only by Committee members for the purposes set out above.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services you have requested. Unless you ask us not to, we will review, and delete your personal information where you have not renewed your membership with us for one year.

Keeping you in control

We want to make sure that you remain in control of your personal data. You have a number of rights under the GDPR. These include the right to:

- See the personal information we hold about you;
- Request personal data to be amended if it is inaccurate or incomplete;
- Request the deletion or removal of your personal information where there is no compelling reason for its continued use;
- Change the way we communicate with you. This is currently decided by you on joining the BSS, for example, do you wish to have Flight posted to you, or download it via the BSS website which requires us to send you a password via email. You can change these preferences at any time, but please be aware that this will alter your membership subscription cost

If you wish to exercise any of your rights, or have concerns about the processing of your personal data, or wish to raise any issues in relation to data protection, please contact the Membership Secretary.

If you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the U.K. Details of how to do this can be found at www.ico.org.uk

