

# CHANNEL ISLANDS SPECIALISTS' SOCIETY

## Privacy Policy

### Introduction

The Society's officers believe that its members should always know what data is collected from the members, how the data is used and that members should have control over both. As part of the ongoing commitment to transparency and in order to comply with the General Data Protection Regulation 2018, this is the Society's Privacy Policy. It enables members to make the best decisions about the information that they share with the Society.

### Data Collection and Retention

The Society is required to keep accurate membership files and to confirm its policy on data use. The Society needs a member's consent to collect and retain contact details for Society business. Members are expected to inform the Society of any changes of their contact information.

Under the regulation there is no stipulated period of time that data can be held. However, data will only be held for the period that it is required. Once a Society member resigns or does not renew their subscription, their data will be kept for a minimum of seven years for HMRC purposes and then deleted.

### Data Usage

Data will be shared with the Society's Officers in accordance with the needs of their office. No personal data (other than names, broad geographic areas and membership numbers) will be used in the Society's journals, website or other publicly shared communications without the explicit consent of the member concerned.

Member's names and addresses are supplied to the printer of the Society's Journal and Auction catalogues for the expressed use of mailing out the publications. This is covered by a data sharing agreement. The need for consent only applies when using the personal data in a public forum or passing information to other third parties. If such a need arises then specific consent will be sought from the member. The Society does not release personal data to (for example) stamp dealers, auction companies or any third party wanting to contact the members.

### Details Provided by Members

The following information is collected from members when completing the Membership Application forms and the Membership Subscription Renewal forms and is held in secure, electronic form on the Society's files:

- Name
- Address
- Telephone number
- Email address.

### Control and Processing of the Data by the Society

For the purposes of the regulation, the Committee of the Channel Islands Specialists' Society is the Data Controller, which owns the data. The Officers of the Society will use the data for internal purposes only, including the sending out of the Society's Journal, exchange packets, auction catalogues, etc.

### Data Access, Rectification and Erasure

The person who has provided the personal data has the following rights to the data provided:

- A right of access to the data
- A right to rectify the data
- A right to the erasure of the data.

A member can request a copy of the data held by the Society. They can request that it is changed if it is incorrect or request that it is erased if it is no longer to be retained. Any request to use these rights must be dealt with within one month of receipt of notification to the Society. Requests for access to the data on the membership files will be handled without charge. For other data which maybe held by the Society in its files, a charge of £10 may be made. Proof of identity may be required before any information is amended or deleted.

## Contact Details

The Society's Membership Secretary should be notified by a member if they wish to use any of their data access, rectification and erasure rights. The Membership Secretary can be contacted by email, address: [membership@ciss.uk](mailto:membership@ciss.uk).

If you have any concerns about the data held about you by the Society and this has not been resolved to your satisfaction you can contact the Information Commissioner's Office by telephone on 0303 123 1113, by email through the Internet <https://ico.org.uk/global/contact-us/email> or by post at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

This Privacy Policy document is available on the Society's website, [www.ciss.uk/privacy-policy](http://www.ciss.uk/privacy-policy).