

# **CARNIVAL GLASS SOCIETY UK MEMBERSHIP PRIVACY NOTICE**

## **INTRODUCTION**

The Carnival Glass Society UK is a not for profit organisation. Our objectives are to promote interest in the collecting of carnival glass, to encourage accurate research into the history of carnival glass and to circulate information through our publications.

## **WHAT DATA WE COLLECT**

We respect your privacy and only collect the personal information that we need in order to be able to provide you with the excellent services which the Carnival Glass Society has to offer.

Generally, we collect personal data from you when you:

- Apply to join or renew your membership of the Carnival Glass Society
- Submit any other information in connection with your application to join the Carnival Glass Society or your renewal of membership
- Make an enquiry of the Carnival Glass Society or provide information to the Carnival Glass Society
- Register to attend a Carnival Glass Society event, take up a special offer or enter a prize raffle or draw

The type of information that we collect from you is your name, postal address, email (where available and provided) and telephone number (where available and provided).

## **HOW WE USE YOUR PERSONAL DATA**

We use your personal data to provide you with the benefits which membership of the Carnival Glass Society brings. This includes:

- Sending you our quarterly newsletter either by post or by email in accordance with your stated preference and the type of membership which you have purchased
- Sending you news about carnival glass, the Carnival Glass Society, forthcoming events, trips, special membership offers, draws and raffles
- Sending you information and registration details for the Carnival Glass Society's AGM and social weekend
- Offering, from time to time, publications on carnival glass which members can purchase
- Advising you of other products, services or functions related to the work of the Carnival Glass Society

We also use your personal data to carry out administrative functions which include processing your membership application and your subsequent membership renewals.

We may also, from time to time, contact you, using the email, telephone or postal address which you have provided:

- With reminders for renewals or payment queries
- Regarding input to our Carnival Glass Society publications, queries over submissions which you have made or for assistance in our carnival glass research
- To seek your views on carnival glass or on Carnival Glass Society matters or to ask you to participate in surveys on the services which we provide
- On general Carnival Glass Society matters

If you don't want to continue receiving communications from us by telephone, or post or email then you can let us know by contacting our Secretary using the contact details given in the Carnival Glass Society's newsletter or by going to the 'Contact Us' page on our website.

## **INFORMATION THAT IS SHARED**

Our general policy is not to share your personal data with any third party, unless required by law or unless we need to do so in order to deliver the core membership services which you have contracted us to provide. This is confined to providing the name and postal address only to our printers of those members who have their newsletter delivered in paper format so that the newsletter and any associated papers can be posted to them. The printers keep this information secure, they do not use it for their own marketing purposes and they do not pass it to any third party.

Otherwise we do not divulge your personal information to any third party without your consent, even if it is already in the public domain. You can be assured that we do not sell your personal data and that it will not be released for any form of commercial gain.

## **HOW WE KEEP YOUR INFORMATION SECURE**

We only request and hold the information that we need in order to provide you with our services and the benefits of membership. The information which you provide on joining the Carnival Glass Society or on renewing your membership (name, postal address, email address where provided and telephone number where provided) is entered onto a data base that is held securely in a password protected format accessible only to those members of the Carnival Glass Society committee who need this information to administer your membership and the services which we provide to you.

All reasonable protective measures are taken to keep secure the information which you provide to us in paper or in electronic format using appropriate computer security and virus protection. When a committee member retires or stands down they no longer have access to members' personal data and this information is securely deleted from their systems.

## **HOW LONG DO WE KEEP THE INFORMATION**

We will hold your personal information on our systems for as long as necessary for the relevant activity or for as long as you are a member of the Carnival Glass Society or until you

have told us that you no longer wish to receive messages from us as appropriate in line with our retention policy or for as long as might be required by law. If your membership expires and we do not hear from you then we shall retain your contact details for an appropriate period of time so that we can follow up to see whether you would like to renew your membership with us.

## **CHANGES TO OUR POLICY**

We regularly review our Privacy Policy and this notice may be modified from time to time to take account of any changes.

**This notice was last amended on 22 May 2018.**