

Scottish Text Society Privacy Policy and Fair Processing Notice

This statement explains how we will look after any information we collect from you, and how we will use it. The Scottish Text Society (STS) may change this policy by updating it. From time to time you should check this page to ensure that you are happy with any changes.

General Data Protection Regulation

On 25 May 2018 the General Data Protection Regulation (GDPR) comes into force and replaces the Data Protection Act 1988. The GDPR obliges charities to be explicit about their collection and retention of personal information.

GDPR confirms the following rights for individuals:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right not to be subject to automated decision making, including profiling.

What We Collect

The Scottish Text Society is a charity registered in Scotland (SCO121308). It collects and stores the personal information of its individual and institutional members and of other individuals, institutions or organisations submitting details of events, news items and projects to our website, and also individuals purchasing volumes or membership online via our website.

For this purpose “Members” as a category includes:

- Those individuals who have a current paid-up membership, whether as an individual or an institution which is a member and entitled to receive a volume in the STS’s main series.
- Individuals or institutions who have previously been a member of the STS in the last 10 years but are not current members.

Member’s “Personal Information” means the:

- member’s name and title
- postal address provided by the member
- email address provided by the member
- the type of membership held
- the name of the member society or institution if the membership is an institutional membership
- the year the membership started
- the year the membership finished

Personal information of individuals or organisations submitting details of events, news items and projects connected with or organised by their organisations provided by the individual to our website or the Administrative Secretary of the STS include:

- name (including title)
- role
- name of organisation or institution
- postal address
- telephone number
- email address

Collection of Personal Information

We do not store on the site any personally identifiable data for any substantial length of time. Personal information obtained through the site is passed immediately to the Administrative Secretary for the purposes of maintaining our membership database or compiling our Newsletter and is not held on the site.

Protection of Information From Third Parties

We will not share or disclose your data to any third parties with the following exceptions:

- the independent examiner of the charity's accounts/reports requests information directly relevant to the execution of that role
- a list of delegates attending an event is requested by the staff of the venue where the event is to be held for security or safety purposes
- the website administration manager for information provided by the website
- the STS publishers (currently Boydell & Brewer Ltd) for the purpose of distribution of volumes
- in the event of STS being in receipt of a court order or warrant to cooperate with an official investigation by the Police or similar body.

We will not sell, distribute or lease your personal information to third parties.

If you have submitted personal information through this website and wish us to cease using it please contact us.

Statement of Consent

Current members of the STS are deemed to have provided an unambiguous statement of consent to the use and storage of their personal information as described above. Consent may be withdrawn at any time by any member who wishes to do so by contacting the Administrative Secretary (membershipsecretary@scottishtextsociety.org), 9 Coates Crescent, Edinburgh, EH3 7AL. Please note that the granting of consent is a condition of membership of STS and the failure to do so or the subsequent withdrawal of that consent will constitute resignation of STS membership.

Holding Your Information

We will keep your information only for the period required for the purposes above. If you wish to see the information we hold about you then please contact us. A small administration fee may be payable for this.

Links To Other Websites

Our website contains links to enable you to visit other websites which we believe may be of interest to you. However, once you have used these links you will have left our site and we cannot then be responsible for the protection and privacy of any information you might provide whilst visiting such sites as they are not governed by this privacy policy. We accept no responsibility or liability for other such websites.

Protection of Your Personal Information

We take appropriate security measures to protect your personal data against unauthorised access, disclosure and processing. The contact information you give us is stored securely.

Data Controller

The post and duties of Data Controller and Data Protection Officer are held by the Administrative Secretary of the Scottish Text Society (membershipsecretary@scottishtextsociety.org).

The Use Of Cookies On Our Website

This site uses cookies – small text files that are placed on your machine to help the site provide a better user experience. By continuing to browse the site you are agreeing to our use of cookies. The information which we might collect and store during normal use of the site is to retain user preferences and may be used to monitor and analyse how parts of the site are used. Such use does not result in any personally identifiable data being collected or stored. This website does not store any information that would, on its own, allow us to identify individual users of this service without their permission. Cookies are not shared with any third parties.

As a rule cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and others. Most web browsers allow some control of cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org.

To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>.

Scottish Text Society
April 2018