Scottish Text Society Privacy Policy and Fair Processing Notice

General Data Protection Regulation (GDPR)

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 for events, news items and projects to 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, 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.

"Personal Information" means the:

• individual's name and title; postal address; email address; type of membership held; name of the society or institution if the membership is an institutional membership.

Collection of Personal Information

Personal information obtained through the Society's website is passed immediately to the Administrative Secretary for the purposes of maintaining our membership database and member communications.

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 if 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 through 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.

• third party suppliers who provide services, for example, an email automation platform for the purpose of sending out the Society's bi-annual Newsletter. These suppliers, if instructed, will process on our behalf only the personal information strictly required for the specific purpose.

We do not sell personal information to third parties.

Consent to the use and storage of personal information may be withdrawn at any time by any member who wishes to do so by contacting the Administrative Secretary by email: membershipsecretary@scottishtextsociety.org.

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.

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.

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