

GCPS Privacy Policy

1. Privacy

- The Germany & Colonies Philatelic Society (GCPS) is committed to maintaining high standards of security and confidentiality for information in our custody and control. Safeguarding this information is critical to our successful operation.
- This privacy policy has been written using Information Commissioner's Office (ICO) guidance. GCPS handles Personal Data solely as a Controller as defined in the General Data Protection Regulations (GDPR) approved on 1st September 2018.

2. Collecting and handling data

- GCPS will hold and process the personal information which you provide via the GCPS website, or by submitting emails or online, by postal or any other kind of form, for organisational and promotional purposes in the following ways:
 - a. Digital systems
On proprietary contact management, subscription, accounting, or other databases relating to its collections and other activities, or by any other digital means.
 - b. Postal, email and telephone Privacy Policy
Members will receive communications which form part of the *primary function* of the Society. These include subscription reminders, any communications which are benefits of membership such as the Society's magazine. In addition to the above, whether a Member or not, if you supply GCPS with your telephone number, we may contact you with information regarding new services, online surveys, or upcoming events. If you supply the Society with your postal address you may receive periodic mailings with information on new services or forthcoming events. Your email address may be used by GCPS to notify you about updates to the site and/or to contact you for marketing, fundraising and informational purposes.
 - c. Events Registration
When GCPS uses third party providers, information may be received and held for registration of its events.
 - d. Security and performance
When GCPS uses a third-party service to help maintain the security and performance of its websites it processes the IP addresses of visitors to the GCPS website.
 - e. Use of Cookies
In addition to the information you submit to the GCPS via the websites, GCPS may collect information about visits to the websites. GCPS collects information on page browser access. This is used within GCPS to improve the design and layout of its websites.
GCPS gathers information on the relative popularity of each page, the average number of pages accessed by visitors, the number of emails sent, or files downloaded, and the average time spent on the site. None of this information is linked back to you as an individual.
The website(s) may use the following cookies on each page:
 - *Session cookies* - to enhance your browsing quality by allowing GCPS to know what pages you visit on this website and others.
 - *Google Analytics* – GCPS may use this information to compile reports on website usage, visitor sources and analyse browser versions.

3. Data disclosure to third parties

- Except for officers and those elected or appointed to the Management Committee, Society representatives, and those acting with the authority of the Management Committee, we will not pass your contact details to any member, volunteer, organisation or third party without your express permission.
- GCPS does not sell personal information nor will it pass on online personal information to any organisation or individual outside of its control.

4. Active consent

- Please note that by ticking a consent button or any other method requesting active consent included in the website, or any other instance, whilst sending your personal information to GCPS you are explicitly consenting to the processing and transfer of such information.

5. External links

- GCPS may provide hyperlinks from the websites to websites of third parties. Please note that this privacy statement applies only to the contents of the GCPS website and not to those websites to which the GCPS may provide a link.

6. Changes to this privacy policy

- GCPS keeps its privacy notice under regular review.
This privacy notice was last updated on 1st September 2018.

7. How to contact us

- A request for disclosure of any of your personal information held by the Society can be made to GCPS:
 - a. by email to the Hon. Secretary Adrian Roper – adrianroper01@googlemail.com , or
 - b. by post to: the Hon. Secretary Adrian Roper, 30 Nicholson Crescent, Benfleet, SS7 1RN.

This is free of charge, however, should your request go beyond the scope of our membership database we would be obliged to charge a nominal fee of £10.

GCPS may require proof of identity from you prior to disclosing such information to safeguard the security of your information.