

Designer Bookbinders

Privacy Policy

GENERAL DATA PROTECTION REGULATION (GDPR)

Designer Bookbinders is a long-standing charity (Regd. No 282018). We have Fellows, Licentiates and Associate members of the Society. We also have donors, customers, and volunteers. Members of the public attend our events and workshops and take part in our competitions. Our use of personal data is to fulfil our mission of the preservation and improvement of the art, design, and craft of contemporary bookbinding.

1) Members' Data

Members' details (name, address, telephone number and email address) are processed and stored securely and are available only to individuals who need to access them for Society management purposes. We use the data to provide members with information relating to their membership and to Designer Bookbinders activities. We send electronic notices, newsletters, and the journal. Where a yearly subscription has lapsed the electronic membership record will be deleted within 12 months of inactivity. A notice will be sent to the lapsed member.

a. Members' Handbook

We publish a biennial hardcopy Members' Handbook which includes a list of members. The Handbook is distributed to members of Designer Bookbinders. Members can opt out of publication in the Members' Handbook partially (for example excluding email and telephone number) or entirely.

b. Newsletter

New Members' names town or region are published in the members' Newsletter. Members are invited to opt out of publication in the Newsletter.

c. Payments

Bank and card details are destroyed securely after payments have been processed. Card details are not held when payments are made online. Where details are held for recurrent payments these are held securely and according to Financial Regulations.

2) Designer Bookbinders Archive

Designer Bookbinders' historical archive is held by the Archive of Art and Design at the Victoria and Albert Museum. Materials held in the archive include

committee papers, newsletters, exhibition posters and correspondence. Information in unpublished collections relating to living individuals in the archive are subject to Data Protection regulations.

3) Events, Education, Competitions

Designer Bookbinders organises events, workshops, masterclasses, and competitions. Members and non-members can take part in these. Personal details, such as emails and addresses, of participants are stored safely for the purpose of organising the event and contacting participants and are destroyed safely after the event. Payment details are processed securely. Data processors are subject to data regulations.

4) Online Shop

Payment details are processed securely and card details are not held online. Data processors are subject to data regulations.

Summary

Personal details will be kept safely and securely and. You have the ability to opt-out of our communications at any time. Personal information will only be used and stored for as long as it is required for the purposes for which it was collected.

Please contact secretary@designerbookbinders.org.uk with your data preferences or queries about data.

Cookies

Cookies are small files which are stored on your computer or device when you visit a webpage. They make moving around the webpage faster and also enable payments or bookings to process. We use Stripe and PayPal to process payment subscriptions. All PayPal transactions are subject to the PayPal Privacy Policy (<https://www.paypal.com/uk/webapps/mpp/ua/privacy-full>) and Stripe transactions are similarly subject to the Stripe Privacy Policy (<https://stripe.com/gb/privacy>).

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