

The Arthur Ransome Society Privacy and Data Protection Policy

The purpose of the Arthur Ransome Society (company registration number 3386251) is to celebrate the life, promote the works and encourage the spirit of adventure portrayed in the works of Arthur Ransome by all appropriate means consistent with the values and standards demonstrated in his writings. We are a member society and organise events and activities and produce various publications for our members' enjoyment. To enable us to run the Society we collect and store certain personal data relating to our members. We do this in compliance with the European General Data Protection Regulations.

We hold the following information:

- The names and postal addresses of members. Also, if given, the email addresses and telephone numbers. These details are obtained from the information you have provided through your membership applications, annual renewals and any changes of address we are informed about. They represent your consent for us to hold this information, but you can withdraw this consent at any time.
- Junior memberships are only accepted following parental/guardian approval.

It is used in the following way:

- To produce labels or files for the purpose of posting society information.
- To email electronic versions of our publications and to impart information about meetings and events.
- Addresses are stored in two files: a general file of all members and a second file organised by regional and international groups.
- Email addresses are also stored in a secure file linked to our web site to enable electronic communication, including a newsletter.
- Your information will not be divulged to any third party without your consent. The only exception to this is when publications are posted out via a commercial mail house.

Data Protection

Address files are only accessible to those who need to use them for the efficient running of the society. This includes the membership and publications secretary and assistant, elected trustee postholders (Chairman, Company Secretary and Treasurer), and regional/international secretaries. The Treasurer may use your information to collect and verify payments, to draw up accounts and prepare budgets.

The Society takes all reasonable steps to ensure that your data remains secure and protected against loss, theft, manipulation, unauthorised access or disclosure. Electronic communication to groups, e.g. for arranging activities, will be via blind copies unless previous consent has been given by the individual.

You may, at any time, request to see the data we hold on you to ensure it is accurate and up to date.

You may also withdraw consent for us to use your data and you may leave the society by informing the Company Secretary and /or the Membership Secretary, contact details of whom are given in our publication *Signals* and on our Web site www.arthur-ransome.org. When you cease to be a member of the Society your data will be deleted from our files.

TARS Board

Last updated and adopted 3rd October 2020