



Dear Member

On 25th May 2018, the new EU regulation (GDPR), aims to give citizens control of their personal data and to simplify the regulatory environment for internal businesses by unifying the regulation within the EU. Personal data must be collected for specified, explicit and legitimate purposes relative to the purposes for which they are processed.

The new GDPR states that **'personal data is any information relating to an individual, whether it relates to her or his private, professional or public life. It can be anything from a name, a home address, a photo, an email address, bank details, posts on social networking websites, medical information, or a computer's IP address'**. When a member joins your organisation, you must make what you are using their data for explicit and ask them for their consent to process (use) data and use it to market to them.

When you joined The Heraldry Society you filled in an application form that captured your personal data. Your personal data is only used by the Society to enable us to provide you with your member entitlements i.e. *The Heraldry Gazette* and *Coat of Arms*, fliers relating to specific Society events and competitions and to contact you every year to invite you to renew your membership. We may also from time to time email you about relevant events.

We hold the following personal data, which you provided, relating to you and which you may update from time to time, as necessary.

- Your name, title and honorifics
- Your address
- Your telephone number
- Your mobile number
- Your email
- Your Gift Aid preference
- Subscription Records i.e. how and when you pay your subscription

We do not sell your data to third parties.

We do have a Society website which can be accessed online. This website does NOT contain our database of members details, it only contains contact details of the Council and Officers of the Society. We have dedicated Society emails for our Council and Officers on the website; there is NO outside organisation that has access to edit this website. Our website enables members and visitors to purchase items from our Bookshop and Image Collections; any personal data input into the Store facility is controlled by WooCommerce and only handled by the relevant Officer. Our members have all signed, when joining the Society, that they understand that the data we hold of them on our database is only held in-house and is NEVER shared with ANYONE outside the Society.

With the new GDPR rules relating to the collection and use of Personal Data it will be necessary to obtain specific consent to publish personal data from our membership in future.

As a Member you can verify, change, remove or delete your personal data, which is your right under the GDPR, by contacting the Membership Secretary who will reply and help within 30 days.

Please reply to us by signing and sending us the slip at the bottom of this letter (or scan and email to membership@theheraldrysociety.com) which includes the following text:

I hereby consent to my personal data being held by The Heraldry Society as required by the General Data Protection Regulation for the purpose of electronic, printed and handwritten communications from The Heraldry Society, to send me *The Heraldry Gazette* and *Coat of Arms* and keep me informed about events and activities being organised by the Society. I also understand that I may cancel this consent at any time by sending an email to the Membership Secretary with the word UNSUBSCRIBE in the subject name

Please add your full name here

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With every good wish

John

John J. Tunesi of Liongam, MSc, FSA Scot, Hon FHS, QG
Hon. Secretary
The Heraldry Society

CUT THIS BIT OFF AND POST, OR SCAN AND SEND BY EMAIL

KEEP THE REST OF THE LETTER FOR YOUR INFORMATION

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