

The Lewis Carroll Society Privacy Policy

Our contact details

Name: The Membership Secretary, the Lewis Carroll Society

Address: 4 Forest Glade Close, Brockenhurst, Hants SO42 7QY

E-mail: membership@lewiscarrollsociety.org.uk

Website: lewiscarrollsociety.org.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, address and email)
- Customer financial information for payment of subscriptions and sales
- Website user statistics

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you. We also get information indirectly from PayPal when you make a payment to the Society. We use the information you have given us in order to:

- To process your membership subscription
- To send you the Society's publications
- To email you newsletters
- To inform you of forthcoming events

We may share this information with a printing firm for printing and posting Society publications.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is your consent. You are able to remove your consent at any time. You can do this by contacting the Membership Secretary.

How we store your personal information

Your information is securely stored. We keep your personal contact details for the duration of your membership of the Society. We will then dispose of your information by deleting it from our digital database if you have not renewed your membership within six months of the annual subscription becoming due.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at membership@lewiscarrollsociety.org.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at membership@lewiscarrolsociety.org.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Date: October 2024