

Cannon Poets Privacy Statement

The General Data Protection Regulation (GDPR) comes into force on 25th May 2018 and replaces the Data Protection Act 1998.

Your privacy is very important to us. This statement is designed to enable you to understand how we collect, use, communicate, disclose and make use of the personal information you have entrusted to us.

Cannon Poets keeps some personal information about its Members, Associates, subscribers, competition entrants and others for the purpose of maintaining the efficient running of the group (i.e. Cannon Poets) and to ensure that members are kept up to date with the activities of the group and other matters in accordance with its constitution.

The information collected and stored is: Name; Postal address; Telephone number/s; email address

Cannon Poets undertakes to hold this information securely and not to pass this information to anyone or any other organisation without individual consent.

Each individual has the right of access to check his/her own personal details at any time and to request amendments or removal. This will be done no longer than thirty days after the request is made to the Data Protection Officer (DPO). The DPO is the Hon. Secretary.

Membership

A Full Membership list is emailed to the Committee. A General Membership list (a redacted version without postal addresses) is circulated to all members: members can opt not to be included on this list.

The Membership Lists are for use by members for the purpose of internal communication only concerning poetic matters. (Note: under the new legislation it is illegal to use this information for any other purpose without the consent in writing of each individual.) Information held will be deleted from the record not longer than four months after and individual's membership expires.

Subscriptions

Cannon Poets also holds the names and postal addresses (only) of those people who have paid a subscription for *Cannon's Mouth*, the Group's quarterly periodical. These are also removed from the record not longer than four months after the subscription expires.

Other contacts

Cannon Poets also receives communications from others, such as prospective contributors to *Cannon's Mouth* and people who have expressed an interest in Cannon Poets. The privacy of these contacts is as important to us as that of our members and the same principles apply. Cannon Poets will hold for purposes of administration these names, postal addresses and email addresses (where supplied) for not more than two years (unless requested to delete before this).

National Poetry Competition

From time to time Cannon Poets organises and publicizes a poetry competition. In order to administer this efficiently (including the need to clarify details of an entry or to contact a prize winner) the details of each entrant as submitted by the entrant are held by Cannon Poets in hard copy and their email address (if supplied) is held digitally.

These details are held securely (see above) and will be deleted not more than two years after the closing date of the competition which was entered.

Paypal Transactions

All our Paypal transactions are subject to the Paypal Privacy Policy.