

West Africa Study Circle Data Privacy Policy

Legal basis and purpose for processing personal data

Personal data is held by the West Africa Study Circle (WASC) so that it can provide the services to which members are entitled through payment of their subscription. The data held is the members' names, addresses, telephone numbers, email addresses, collecting interests and subscription payments. This data is collected via the membership application form and membership renewal process. Data is erased once that person's membership ceases.

Data processing

A member's details are used to provide to that member our journal *Cameo*, newsletters, auction lists, publications and other distributed WASC documentation. We may contact an individual member if necessary or to put them in touch with another member. The data is also used to remind members when their subscriptions are due. On occasions the details may be used to notify members of philatelic events, such as commercial auctions which the committee consider are particularly relevant to the collecting interests of WASC members.

An annual Membership List is supplied to all WASC members, giving name, general location and collecting interests. That list however includes telephone numbers, email addresses and full postal address information for WASC officers and Study Editors.

Other than as above, we will not make available a member's contact details to any other WASC member, or third party without express permission for a single specific event. The Membership Secretary is able to forward contact requests to the member concerned.

Data control and disclosure

WASC is committed to maintaining high standards of security and confidentiality for members' data. The definitive record of members' details is held electronically by the Membership Secretary. Members' details are also available to the Treasurer, Web-manager, Zoom Meetings Co-ordinator, Secretary and President in the discharge of their WASC duties.

A request for disclosure of the personal information we hold may be made by email to webmanager@wasc.org.uk, or by post to the address provided in the WASC members' list. A member has the right to ask WASC to change or delete any of that information, though to do so may affect the service he or she receives.