

STATEMENT OF PRIVACY AND SECURITY POLICIES

THE CHRISTCHURCH ANTIQUARIANS (TCA) will apply the following Security and Privacy Policies to any personal information, namely contact details, which you supply to us on your completed written application form.

Privacy Policy

TCA will not pass on or intentionally reveal your personal details to other organisations or individuals without first obtaining your consent. If you cease to be a member of TCA, TCA will remove your personal data from TCA electronic files and email databases and securely dispose of your completed hardcopy application form which will be held on file for as long as you remain a member.

Security Policy

For as long as you are a member, your written application form is stored in a paper file. The personal details supplied to us on your application form (or as subsequently updated) are transcribed to an electronic file: these details are limited to: name, postal address, email address, telephone numbers (landline and mobile). Any email address supplied is stored in an email client, such as Windows Live Mail, and is used for individual contact and to compile a TCA emailing list. Your details will be held principally by the Secretary and will be made available to other officers of TCA who have a reasonable need to contact you on TCA business. If we discover a data breach e.g. because a computer hosting the email client/ membership file becomes infected with a virus and we believe that your details may have been compromised we will inform you. To reduce the risk of compromise we will ensure that any personal computer on which your data is held is running up-to-date anti-virus software and the operating system/ applications have the recommended security updates applied.