

# **The Mid Anglia Philatelic Federation Privacy Policy**

## **1. Privacy Commitment**

The Mid Anglia Philatelic Federation (MAPF) is committed to protecting your privacy. This privacy policy has been created using Information Commissioner's Office (ICO) guidance.

## **2. Collecting and handling data**

MAPF will hold and process the personal information which you provide via MAPF's website(s) or by submitting emails or online forms for organisational and promotional purposes in the following ways:

### **a. Postal, Email and Telephone Privacy Policy**

If you supply MAPF with your telephone number, you may receive telephone contact from MAPF with information. You may also receive telephone contact from MAPF with information regarding new services, online surveys, or upcoming events. If you supply MAPF with your postal address you may receive periodic mailings from MAPF with information on new services or forthcoming events. Your email address may be used by MAPF to notify you about updates to the site and/or contact you for marketing and informational purposes.

### **b. Newsletter**

When MAPF uses a third party provider, (e.g. MailChimp, or other tools) to deliver its online information and newsletter services these tools gather statistics around email opening and clicks using industry standard technologies to help monitor and improve the e-service.

### **c. Security and performance**

When MAPF uses a third party service to help maintain the security and performance of its websites it processes the IP addresses of visitors to the MAPF website(s).

### **d. Use of Cookies**

In addition to the information you submit to MAPF via the websites, MAPF may collect information about visits to the websites. MAPF collects information on the page browser access. This is used within MAPF to improve the design and layout of its websites. MAPF gathers information on the relative popularity of each page, the average number of pages accessed by visitors, the number of emails sent or files downloaded, and the average time spent on the site. None of this information is linked back to you as an individual. The website(s) may use the following cookies on each page:

Session cookies - to enhance your browsing quality by allowing MAPF to know what pages you visit on this website and others.

Google Analytics - MAPF may use this information to compile reports on website usage, visitor sources and analyse browser versions.

### **3. Data disclosure to third parties**

MAPF does not sell personal information nor will it pass on online personal information to any organisation or individual outside of its control.

### **4. Active consent**

Please note that by ticking a consent button or any other method requesting active consent included in the website(s) or newsletter or other instance whilst sending your personal information to MAPF you are explicitly consenting to the processing and transfer of such information.

### **5. External links**

MAPF may provide hyperlinks from the websites to websites of third parties. Please note that this privacy statement applies only to the contents of MAPF website(s) and not to those websites to which MAPF may provide a link.

### **6. Changes to this privacy policy**

MAPF keeps its privacy notice under regular review.

This privacy notice was last updated on 31<sup>st</sup> October 2018.

### **7. Contact us**

If you email us at: [secretary@mapf.co.uk](mailto:secretary@mapf.co.uk), MAPF will provide details of any personal information which you have provided us with (this may be at a small charge). MAPF may require proof of identity from you prior to disclosing such information, in order to safeguard the security of your information.