

The Philological Society collects and processes personal information for various purposes. This statement outlines the information collected and the purposes for which it is used.

Membership

The Society collects personal information from membership applications (name, postal address, e-mail address, and institutional affiliation) and records the receipt of membership subscriptions. This information is collected, held and processed for the purpose of administering Society membership, e.g. checking entitlements to and providing the privileges of members, communicating with members about the Society's business, maintaining the Society's records, and complying with any legal obligations. We hold and process this personal information only for these purposes and we do so on the lawful basis of contract. The Society shares this information with other organisations only to extent required for this purpose, e.g. with the Society's publisher for the purpose of distributing the Society's publications, or to comply with legal obligations. This information is not kept longer than is necessary for the purpose for which it was collected: this means that, unless information must be retained for legal or archival purposes, personal information is securely destroyed, put beyond use, or erased when it is no longer required or, where applicable, following a request from the data subject to destroy or erase that personal information. Individuals may check, correct, and request the deletion of the information held about them in connection with their membership at any time by contacting the Hon. Membership Secretary.

Publications

On behalf of the Society, the Society's publisher Wiley collects, holds and processes personal information from those submitting material to or reviewing material for the Society's publications for the purposes of publishing these publications. This information is not kept longer than is necessary for the purpose for which it was collected: this means that, unless information must be retained for legal or archival purposes, personal information is securely destroyed, put beyond use, or erased when it is no longer required or, where applicable, following a request from the data subject to destroy or erase that personal information. Individuals may check, correct, and request the deletion of the information held about them in connection with the Society's publications at any time by contacting the relevant Hon. Publications Secretary.

Other activities

The Society collects and processes personal information for the purposes of administering some of its other activities, including but not limited to the Robins Prize and Masters Bursary schemes. In each case we hold and process this information only for the purpose of administering the relevant scheme and we do so on the lawful basis of contract. The Society shares this information with other organisations only to the extent required for this purpose, e.g. with the Society's publisher in connection with the publication of prize-winning essays in the Society's publications, or to comply with legal obligations. This information is not kept longer than is necessary for the purpose for which it was collected: this means that, unless information must be retained for legal or archival purposes, personal information is securely destroyed, put beyond use, or erased when it is no longer required or, where applicable, following a request from the data subject to destroy or erase that personal information. Individuals may check, correct, and request the deletion of the information held about them in connection with these schemes at any time by contacting the Hon. Secretary.

This privacy information is kept under regular review and may be amended at any time without notice. If we plan to process personal information for a new purpose, we will communicate the changes to individuals before commencing such processing.