The Rochester and Chatham Dickens Fellowship Privacy Policy

In this policy, whenever you see the words ‘we’ and ‘us’ they refer to the Rochester & Chatham Dickens Fellowship.

**Information collected and its use**

**The information we collect**

1. Any personal details you knowingly provide to us through forms and e-mail, such as name, postal address, e-address, telephone number etc.
2. Bank details, credit/debit card details depending upon your chosen method of payment.
3. The Dickens Fellowship webmaster records the number of visitors to our website to monitor traffic. It is not possible to purchase membership or subscribe to the journal via the website. We do not store any debit/credit card details.

**What we do with your information**

**Any personal information we collect will be used:**

1. To process your request for membership/subscription to the Dickens Fellowship journal.
2. For liaison with Central and other branches of the Dickens Fellowship and other organisations the Fellowship may be involved with such as schools, councils, charities, event organisers etc. (The overarching Dickens Fellowship Privacy Policy is on the Dickens Fellowship web site)
3. To forward to you our What’s on Guide and information about special events such as the Summer Outing and Christmas Lunch.
4. We do our best to keep your information secure, this applies to both electronic and paper records. The Central Dickens Fellowship use a secure server software.
5. If you cancel your subscription, we will immediately delete your personal details from our records; if you do not cancel your subscription but allow it to lapse (through non-renewal), we will delete your personal details from our records by the end of the calendar year of your non-renewal.

We will not pass your personal information on to any third party for any purpose whatsoever.

**Your Rights**

1. You have the right to request a copy of any information that we currently hold about you. In order to receive such information please send your contact details including address to: The Hon. Gen. Secretary. 4, Orlick Road, Chalk, Gravesend, Kent DA12 4UP