

SURREY ASSOCIATION OF WOODTURNERS

Surrey Association of Woodturners Privacy Policy

The Surrey Association of Woodturners (the Club) takes your privacy seriously. This Policy aims to clearly explain how we gather and use personal information as part of the effective running of the Club.

This Policy applies to the information we may obtain from you when you join the club and any information generated as part of your membership.

The Club reserves the right to amend this Privacy Policy without prior notice should circumstance or legislative changes require it. Notification of any change will be reported in the Club's Newsletter.

1. Data Controller

The Data Controller for the Club will be the three Club officers (Chairman, Secretary and Treasurer). The Data Controller will be responsible for authorising access to, and use of, any information held by the Club. The Data Controller is also your first point of contact should you have any queries or concerns about any of your data that the Club may hold.

2. Lawful Basis for Processing

We need to collect and hold personal data in order to maintain accurate records of the Club's Membership and activities and to facilitate the effective and efficient running of the Club. (Legitimate interest)

Consent will be obtained annually for certain preferences in the use of your data.

3. What we Collect and Hold

Members Data.

- Personal Data as supplied within your application for membership or subsequently updated by you.
- Date of Birth of individuals under the age of 18
- Activity Data is accumulated from the events and competitions that you attend or participate in
- Preference Data is obtained to cover specific Club Activity e.g. Newsletter, Google Maps, 100 Club.
- Photograph and other digital images
- Details of Club Offices held.

Non-Member Data

- Contact details of Professional Turners who have demonstrated at the Club
- Contact details of individuals and businesses who have participated in the Club's Open Day event
- Other Clubs details, where a past or existing relationship has been established
- Details of individuals who have participated in Club events
- Visitors.

4. What we Use the Data for

Members Data.

- To maintain an accurate record of Club membership
- To levy the appropriate annual fees and ensure Guardian/Parent approvals.
- To facilitate effective management of the Club
- To enable appropriate communication with Club Members
- To allow ordinary members to contact committee members.
- To allow participating members to contact each other
- To run the Club competitions.
- To respond to requests from or about ex-members

Non-Member Data

- To maintain a record of demonstrations given and to assist with the scheduling of future events
- To maintain contacts with external Clubs and businesses.

Photographs and other digital Images

- To create a Gallery of members work
- To create a digital record of demonstrations given (with consent)
- To record and report Club activity. This includes articles for the Club's Newsletter, Local Newspapers and/or Woodturning magazines to promote the Club.
- To identify the Club's Committee members.

5. How we Protect your data and who can access it

The Club has no central record storage. Information collected is maintained in a series of databases, which are maintained and shared by Authorised Users as appointed by the Data Controller.

Access to the data held is on a 'needs only' basis and is time limited.

All Authorised Users have agreed in writing to adhere to this Policy regarding the safeguarding of Personal Data. This includes the use of Password protection where appropriate.

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse or unauthorised alteration or destruction. Security protocols are regularly reviewed to ensure best practices are implemented

6. Who else has access to the information you provide

- We will never sell your personal data
- We will not share your personal data with any third party, including other club members, without your prior consent (which you are free to withhold) except where required to do so by law.

7. How Long do we keep your information.

- We will hold your membership data on our system for as long as you are a member of the Club and for as long afterwards as it is in the Club's legitimate interest so to do.
- Your contact details will be removed three years after you leave the Club.
- Your contact details will also be removed after you leave the club when specifically requested so to do.
- External Contact data will be removed upon request, where no legitimate Club interest exists.

8. Your Rights

You have the right to:

- be provided with details of your personal data held
- be provided with information about how your personal data is processed
- have your personal data corrected
- have your personal data erased in certain circumstances
- object to or restrict how your personal data is processed
- change your consent preferences at any time

For more details, please address any question, comments and requests regarding the Club's data processing practices to our Data Controller

You have the right to take any complaints about how the Club processes your personal data to the information Commissioner:

<https://ico.org.uk/concerns>

0303 123 1113

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