

SURREY ASSOCIATION OF WOODTURNERS

Surrey Association of Woodturners Privacy Policy

The Surrey Association of Woodturners (S.A.W.) (the Club) takes your privacy and protection of your Personal Data very seriously. This Policy aims to clearly explain how we gather and use your Personal information as part of the effective management of the Club.

This Policy applies to the information we may obtain from you when you join the Club together with information generated as part of your membership.

S.A.W. reserves the right to amend this Privacy Policy without prior notice should circumstances or legislation require. Notification of any change will be reported in the Club's Newsletter and/or other communication methods.

Although under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer, S.A.W. has appointed Data Control Officers. The Data Controllers will be the three Club Officers (Chairman, Secretary and Treasurer) The Data Controllers 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.

1. What Personal Data does S.A.W. collect?

The Data we normally collect includes names, addresses, telephone numbers and email addresses. In addition, we collect; date joined; competition level; committee membership; AWGB membership and Lathe details. We collect this Data directly from individuals, and it is stored in the Club membership system.

We also collect the images, scores and awards from S.A.W. competitions/exhibitions which may include Personal Data. This Data is collected and may be published in the Club Newsletter, and published in emails outlining the results, unless the individual has opted out when entering the competition.

We collect Personal Data on judges and demonstrators, including name, email address, telephone number and limited biographical Data.

2. What is our Data protection policy?

S.A.W. complies with the principles of Data protection (the principles) enumerated in the Data Protection Act 2018, that may from time to time be amended by the UK Parliament and such changes, where appropriate, will make every effort possible in everything we do to comply with these principles. The principles are:

2.1 Lawful, fair and transparent

Data collection must be fair, for a legal purpose and we must be open and transparent about how the Data will be used.

2.2 Limited for its purpose

Data can only be collected for a specific purpose.

2.3 Data minimisation

Any Data collected must be necessary and not excessive for its purpose.

2.4 Accurate

The Data we hold must be accurate and kept up to date

2.5 Retention

We will not store Data longer than necessary.

2.6 Integrity and confidentiality

The Data we hold must be kept safe and secure.

3 What is this Personal Data used for?

We use Data on members for the administration of S.A.W. Club membership; the publishing of the S.A.W. website; the communication of information, including both S.A.W. matters and third party events and developments deemed to be of interest to members; and the organisation of events.

We use Data on judges and demonstrators for the administration of our programme and to advertise some events to other woodturning clubs and the general public.

4 Who is your Data shared with?

Data on S.A.W. committee members is published on the website. Limited information on members, including name, and contact details may be included on the Club's Google Maps scheme.

Personal Data is not passed on by us to other Club Members or external organisations, without the members actual or implied authority.

5 Where does this Data come from?

Data comes from club members: when they register or re-register for membership, when they enter competitions and when Club members take on duties and responsibilities – such as Committee Membership - requiring other members to know.

Data comes from demonstrators and judges: when they agree to judge one of S.A.W's competitions, or to deliver a demonstration.

6 How is your Data stored?

This information is mainly stored in digital form remotely on our membership system, and on private computers with some back-up paper records held by S.A.W. Committee members. Any information that is stored remotely is stored in compliance with the GDPR and requires the explicit approval of the S.A.W Data Controllers.

Data relating to members is stored in the following web applications:

Web Application	Purpose	Privacy Policy
Membermojo	Administration of S.A.W. members	https://membermojo.co.uk/mm/help/gdp

7 Who is responsible for ensuring compliance with the relevant laws and regulations?

Access to and maintenance of Personal Data, in compliance with the relevant laws and regulations in the responsibility of the Data Controller. The Data Controller 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.

8 Who has access to your Data?

Subject to the authorisation of the Data Controller, Members of the committee have access to specific Data, in order for them to carry out their legitimate tasks for S.A.W., these include such tasks as:

- Distribution of Club wide communication.
- Distribution of Newsletters
- Coordinating Workshops and demonstrations

S.A.W. committee members have access to Data for specific legitimate interests. They cannot use it for any unauthorised purpose.

9 What is the legal basis for collecting this Data?

S.A.W. collects Personal Data that is necessary for the purposes of its legitimate interests as a membership. At least one of the following two conditions must apply whenever we process Personal Data:

- Consent - We hold recent, clear, explicit, and defined consent for the individual's Data to be processed for a specific purpose. We must also ensure that individuals whose Data is being processed by us are informed of the basis for processing their Data, as well as the intended purpose. We do this by making this policy known when we seek consent.
- Legitimate Interest - The processing is necessary for our legitimate interests.

10 How you can check what Data we have about you?

If you want to see the Data we hold about you, you should contact one of the Data Control Officers, or any other Committee Member. Members may be able to view their Personal Data stored on Membermojo after their registration is approved.

11 Does S.A.W. collect any “special” Data?

The GDPR refers to sensitive Personal Data as “special categories of Personal Data”. We do not record any such special Data with the sole exceptions of:

- Year of birth for members under the age of 18 as at the 1st February each year.
- Data which may relate to the disabilities and special needs of individuals who have explicitly requested it to be recorded for the purpose of assisting them
- Preference Data to cover specific Club Activity e.g. Newsletter, Google Maps, 100 Club, Club Demonstrator.

12 How can you ask for Data to be removed, limited or corrected?

Contact a Data Control Officer, or any Committee Member.

Members may also access their own Data file on Membermojo and update or amend any incorrect Data

13 How long we keep your Data for, and why?

We normally keep members Personal Data for three years after a member leaves S.A.W., in case they later wish to re-join. However, we will delete any Personal details on request.

Since underlying statistical Data, such as information from competitions and demonstrations continues to be necessary in relation to the purpose for which it was originally collected and processed, information from these events are not deleted. Historical lists and award lists are required for archiving purposes and names cannot be removed from them.

Other Data, such as that relating to accounting or personnel matters, is kept for the legally required period.

14 What happens if a Data subject dies?

We do not normally keep information after someone dies with the exception of historical Data outlined in 13 above.

15 What about S.A.W. and Social Media websites?

S.A.W. currently has a presence on the social media sites Facebook and all members are free, and invited, to join. If you join please note that the providers of the social media platforms have their own privacy policies and that the club does not accept any responsibility or liability for these policies or the use of your Personal Data on them. Please check these policies before you join any social media platforms, which is required before you subscribe or follow the S.A.W. presence on them.

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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