



Shropshire Association of Woodturners

General Data Protection Regulations Privacy Policy

About this policy

This policy explains when and why we at Shropshire Association of Woodturners collect personal information about our members and how we use it; keep it secure and club member's rights in relation to it. This includes probationary members, visitors and guests. We will collect, use and store personal data, as described in this Data Protection Policy when people engage in activities at the club. Normally this will be through some level of membership.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our Web Site notice board regularly for any amendments at: - <https://www.shropshirewoodturners.co.uk> We will only share your personal data with any third parties as outlined below.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).

Responsible person

For the purposes of the GDPR, The Club Committee will be the "controller" of all personal data we hold about club members and others. The Committee is responsible for making sure the club complies with the General Data Protection Regulation (GDPR) which applies from 25 May 2018. We will review personal data every year, or when necessary to establish requirement.

Member's rights

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in **certain circumstances**
- To object to or restrict how your personal data is processed in **certain circumstances**

For more details, please address any questions, comments and requests regarding our data processing practices to any member of the Committee

Specific use and sharing of personal information

In general, your personal data will only be used for the purposes of membership management (renewals etc.) and your email and telephone numbers may be used for communication about news at the club, and other important notices. Your personal data will not be passed to anyone else outside the club membership and your email will only be given to someone outside the club with your permission.

Processing of your data is necessary for the administration of your membership.

You have deemed giving consent for using your data by becoming a member for the purpose of processing of your data by signing our privacy statement for the specific purposes set out in this policy.

The club will make every effort to ensure data is only shared with organisations that are GDPR compliant.

What Information we collect, why we collect it, and who we share it with

In addition to the reasons stated below we may have to disclose your data where we have an inescapable legal obligation.

Data processed under our legal obligation

This means that the club will

- Maintain a register of members with details their contact details for use by the committee

Data processed as a requirement of managing your membership

Type of information	Purpose	Shared with
Member's, address, telephone numbers, email address	Managing the Member's membership of the Club	Committee: for Membership management
Members email address	Managing the Member's membership of the Club	
Date of birth / age related information.	Managing membership categories which are age related.	
Gender.	Provision of adequate facilities for members.	
Name Badges	Club evenings	
Disabilities	Provision of adequate facilities for members.	
Emergency contact details.	Contacting next of kin in the event of emergency.	Emergency services
Member's photography	Newsletters	Members and Web site
Experience / Competency Health and Safety		Members

Data processed with your consent

The club will seek members consent on renewal of membership before processing any information as outlined below.

Type of information	Purpose	Shared with
Photos and videos of members and their work	Putting on the Club's website and social media pages and using in press releases.	With permission of the members
Demonstrators name, address, email addresses, phone numbers and relevant qualifications and/or experience.	Managing coaching, instruction	Members, with permission
Member's name,	Website access and newsletter distribution	Web and newsletter publishers – members consent will be requested on membership renewal

Enquiries and other communications with the club

When enquiring about the club we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with the club will only be retained for a period of time appropriate to the content or request. Club emails will be purged on a regular basis. People added to a club membership list will be informed and asked for permission to store that data at that point.

Children

Parents or guardians when signing full membership form are giving their permission for the data to be used as described elsewhere in this policy.

How we protect your personal data

The Data Controller will process membership information electronically and hold all information on a database on Members Area of the web site

- A backup of this information will be held on the web site portal
- Tutors and instructors will also process and hold information pertaining to people under their instruction and necessary information will be made available to coaches and instructors only as required.

For any on-line payments which we take from members, visitors and guests we will use a recognised online secure payment system.

In the unlikely event of a breach of the security of data we will notify members promptly and we will never sell or pass on your personal data.

Request to see your personal information

If you wish to know what personal data the club holds, please email the Membership Secretary and he/she will respond within 14 days of the request (depending on availability).

Accuracy and retention of data

Each individual member is responsible for keeping the Committee informed of changes to their data (e.g. address/telephone number etc. and this is updated at least once a year at renewal and you are at that time authorising the club to hold such data on file.

The data are kept on file the web site data portal

The data will be normally be kept for up to 24 Months

Recorded Images

Should video be used to record activities of the Club. All images are stored on the web site portal. The images/data are stored for up to 24 Months and then these are over written.

Photography

Visual images are used to promote, used on web site and Newsletters, the information processed may include, personal appearance and behaviours. This information may include club members or members of the public.