

Waveney and District Woodturners Club

Privacy Policy – draft 2

Updated 24th May 2018

Waveney & District Woodturners Club takes your privacy seriously and we will protect your information with appropriate measures.

This privacy policy applies to the information we obtain from you when you when you become or remain a member or update the information we hold.

Lawful basis for processing

We need to collect your contact information in order to maintain a list of members; contacts for the Association of Woodturners of Great Britain, to inform you of matters of interest relevant to woodturning, and to run courses, seminars and other events.

How we use the information we collect

We use your contact information to communicate with you regarding your membership. We ask for names, addresses, phone numbers and email addresses (and date of birth if under 18 years of age) and may use any method available to us to contact you: (phone numbers and email addresses are not mandatory but they help us to keep you informed). We keep a record of guardianship for those members under 18 and for those without legal or mental capacity.

- We may pass members contact details on to training providers for those members who have booked on their courses through the Club.
- Photographs of people taken at events and of members' work may be published on the Club website or in newsletters or promotional material for the Club. Under 18s featured in a photograph and their parents/guardians will be asked for consent before their information or image is published on the website or in the Club newsletter or promotional material for the Club.
- If delegates have special access needs or dietary requirements, we may pass those details on to caterers and course providers.
- We may retain copies of correspondence, including by email, and notes about conversations with members, to facilitate the running of the Club.
- Your personal information may be converted into statistical or aggregated data which may be used to produce statistical research and reports about the Club. Such data cannot be used to identify you personally.

Website users:

- We may use cookies to improve your experience of using the Club website. Cookies are small data files stored on your computer. These are used to improve the way the website is presented to you.

Email Newsletter subscribers:

- We use names and email addresses to send out periodic email bulletins.

Sharing data

- We don't sell information to any other organisation.
- We share contact information only with the AWGB and with demonstrators for Club courses which you have chosen to participate in.
- We would disclose information to a law enforcement agency if we were required to do so or if we felt it necessary to do so in order to prevent injury / loss of life.
- We may disclose information if it helps the Club to defend against a third party claim or allegation.

Data Retention

- We hold membership details for 15 months after a membership lapses. This is to enable an individual to re-join with minimal effort.
- We hold financial records for seven years.
- If requested by any individual (or their family in the event of death), we will remove their data from the membership database. Once this is done, we can no longer communicate or maintain membership records for the individual in question.
- You should inform the Club Secretary of changes in your contact information to help the Club keep your data correct and up to date.
- Any person receiving email bulletins can unsubscribe at any time.

Your Rights

- You have a right to know what data we hold about you. Requests should be directed to the Club officers.
- You have a right to request rectification of incorrect data we hold about you.
- You have the right to opt out of communications other than membership renewals.
- You have a right to have your data erased if it is no longer necessary for us to retain it.
- Where there is a dispute as to the accuracy of your data, you can request a restriction be placed on any further processing.
- You have the right to complain to the Club Officers and to the Information Commissioner's Office which enforces data protection laws: ico.org.uk.