

West Suffolk Woodturning Club

Privacy Policy May 2018

The West Suffolk Woodturning Club takes your privacy seriously. We aim to explain clearly how we use your personal information as part of running the Club and how we protect it. The West Suffolk Woodturning Club will be referred to as “WSWC” or the ‘Club’ thereafter in this document.

This policy applies when you either:

- Join the WSWC
- Use or submit your details or data to the Club website at <http://westsuffolkwoodturningclub.org>

The WSWC is committed to protecting the privacy of information given by its members in compliance with the Data Protection Act (1998) and General Data Protection Regulation (GDPR), 25th May 2018.

Legal basis for processing and storing your information

We collect your contact information only in order to manage Club membership and inform members of Club news and events for the benefit of the Club.

Data responsible persons

- The Data Protection Compliance Officer (DPO): Elected WSWC Secretary
- Primary administrative data processors: Elected WSWC Treasurer and WSWC Newsletter editor.

As data users the Club’s Officers, Committee and Members are obliged to comply with this policy when processing any personal data on the Club’s behalf.

How we collect Information

- If you join the Club you will be asked to submit some personal information for Club records.
- If you choose to use our website contact form you will submit some limited personal information.
- Our website uses cookies which collect limited information about your visit, see ‘WSWC Cookies policy’ section.

How we use your information

WSWC retain minimum level of membership information for the following purposes:

- To ascertain who are regular paid up members of the WSWC.
- To send the newsletter to members electronically or via the postal service.
- To contact members about club activities and events.

To this end our records consist of **Name, Address, Telephone and email details.**

Your information is processed only for the specific and legitimate purpose of WSWC membership administration and the running of the Club and for the benefit of its members. Personal information will not be sold or rented to third parties or provided to direct marketing companies or other such organisations.

We are affiliated with the Associated Woodturners of Great Britain (AWGB), you automatically join them when becoming a member of the Club and will fill in their membership form. Information submitted to the AWGB is subject to their own Privacy Policy. <https://www.awgb.co.uk/privacy-policy/>

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How we store your information

Personal information is stored in protected personal computer systems, removable data storage or in manual registers and copies of membership forms.

The data will be reviewed regularly and kept updated to ensure accuracy of the information we retain.

Data retention and your rights

If you wish to exercise your data retention rights contact the Club Secretary (DPO).

- We retain membership data for one year after a membership lapses to enable an individual to re-join with minimal effort.
- We retain records for tax and finance purposes for seven years.
- You have the right to view data the WSWC hold about you and the accuracy of it.
- You (or your family in the event of incapacity) have the right to erase your data at any time.
- You have the right to unsubscribe from our newsletter or email distribution at any time.

If you are unhappy with the way the WSWC has dealt with any data issue concerns you can lodge a complaint with the Information Commissioner's Office. Their address is below.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Helpline: 0303 123 1113 (local rate) or ++44 1625 545 745

WSWC Cookies policy

Our website uses "Cookies" a small file that we place on your computer or mobile device. This data is used for web tracking technology which uses anonymised data to produce reports on the WSWC website performance, popularity and effectiveness of the site. Any disclosure of this information will be in aggregate form, anonymous and will not identify individual users.

By using our website, **you agree and consent** to our Cookies policy.

Links from our website

The WSWC website contains links to other Internet sites which are outside our control and are not covered by this Privacy Policy. If you follow a link from this website to any other website, you should ensure that you are happy with their policies before you submit any personal information to those websites.

Website Gallery

We encourage members to bring examples of their work to our meetings, you should understand that these are photographed and published in the Newsletter and on the website together with your name. We also create your own named gallery to display your archive. You may opt out from this at any time, by contacting the Club secretary.
