

## WEY CERAMICS SOCIETY (WCS) – DATA PRIVACY POLICY – 25<sup>th</sup> May 2018

1. This Policy explains why we collect personal information about our members, how we use it, how we secure it and what your rights are. It is compliant with the, mandatory from 25<sup>th</sup> May 2018, General Data Protection Regulation (GDPR), which says that personal data is any information that leads to a person being identified or identifiable. The earlier EU Data Protection Directive (94/46/EC) says that the definition is technology neutral. It does not matter whether the personal data is stored on paper or on a computer, it is still personal data.

2. We may collect, use and store your personal data, as described in this Data Privacy Policy. You will be notified of Policy changes in the Members Section of the WCS website ([www.weyceramics.co.uk](http://www.weyceramics.co.uk)). If the change is significant then revised agreements must be sought from members.

3. The Principles under which we store and use your data are that it must always be:

Lawful, fair and transparent	Accountable; to demonstrate compliance with this Policy
Limited in scope	Adequate and Relevant for the purpose
Kept no longer than is necessary	Protected from breach with notification procedures

### Why we hold your Data

4. We hold your personal data only when you have given us permission to do so and in order to:

- a. run a membership system; register members, send renewals and keep track of payments etc.
- b. maintain a Membership List, which is then sent hard copy to all members annually to enable them to keep in touch with each other and pursue their interest in ceramics bilaterally or in small groups.
- c. enable the Society to communicate with you and to send you by Email information about what is going on in the Society and to distribute newsletters.
- d. run the Society website and social media. The personal data on the website is specifically provided by you for the purpose, for example your data in the Members' Gallery.
- e. organise exhibitions and other events; involving only the personal data of members who have specifically registered.

### Who holds What Data?

5. The Treasurer/Membership Secretary holds an electronic file with data about you, which you have provided. It contains your contact details, your membership status, expiry and subscriptions and bank account details if provided. He/she also holds a manual file containing both your initial membership application and your agreement to this Data Privacy Policy.

6. The Newsletter Editor holds an electronic list of your names, contact details and membership status, which he/she uses solely for the purpose of sending information to members.

7. The website Members' Gallery contains only data provided for the purpose by you. You may request the Website Manager for it to be removed at any time and it will be done within a reasonable time.

8. Other Committee Members have as required access to electronic data held by the Membership Secretary in pursuance of their duties (eg. audit, supervision). Copied data will be held for up to 6 months and then deleted.

9. Exhibition organisers will only hold personal data that has been provided to them by members who have registered to participate.

10. The Membership Secretary sends a hard copy of the Membership List annually to all members containing your name, address and contact details. You may opt out of this listing.

### **Where is Your Data being Held?**

11. Committee Members are to have private modern computer systems with up to date internet security, incorporating virus protection. All your data above will be held on such computers locally and not on any shared drive or common drive on a 'cloud'. These personnel are to implement user name and password protection on login.

### **For how Long is Data Held?**

12. The Membership Secretary will inform committee members normally within 3 months of 31<sup>st</sup> August each year of members who have not paid and that membership has ceased. Those committee members will then delete you from Email distribution lists. The Membership Secretary will delete your data if your membership has lapsed for 3 years. Exhibition data is to be kept for 3 years, to allow for follow up queries and comparison.

### **How else do we Protect your Data?**

13. We will notify you promptly in the event of any breach of your personal data. We will never pass on your data to a 3<sup>rd</sup> Party, without your permission. We do not allow others to use our membership lists. We implore all members in the strongest terms not to pass on the Membership List, or data from it, to non-members or groups. It is **only sent to you in hard copy and we ask you not to create electronic** versions.

14. The Newsletter Editor is to ensure that the Newsletter and its online archive only contain names or photographs with no details which would make the person identifiable, unless contributors have made the decision to include more data about themselves.

### **What Rights do you have once you have given your Data?**

15. You have the right to access your personal data through the Membership Secretary and have your data corrected or erased. He/She can also provide more detail about how your data is used.

### **Your Agreement**

16. It is a condition of Membership of the Wey Ceramics Society that you agree to this Data Privacy Policy.