

Atholl SCDC - Data Privacy Policy

1. About this policy:

- 1.1. This policy explains when and why we collect personal information, how we use it and how we keep it secure, and your rights in relation to it.
- 1.2. We may collect, use and store your personal data, as described in this Data Processing Policy and as explained when we collect data from you.
- 1.3. We reserve the right to amend this Data Processing Policy from time to time without prior notice but amendments will not be made retrospectively.
- 1.4. We will always comply with the General Data Protection Regulations (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). For the purposes of the GDPR, we will be the 'controller' of all personal data we hold about you.

2. Who are we?

- 2.1. We are the Atholl Scottish Country Dance Club. The Club is the 'Data Controller'.

3. What information we collect and why:

- 3.1. On the basis of a Legitimate Interest Assessment (Atholl GDPR-LIA May 2018), the Club collects address and contact details on membership applications.

Information	Purposes	Legal basis of processing
Member's name and email address	Managing the Member's membership of the Club.	Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the Club.
Member's address & phone number(s)	Alternative means to communicate with Members	For the purposes of our legitimate interests in operating the club.
Contact details of members or other persons.	On Atholl website, Facebook or other channels or in emails to members	This information will only be published with the person's consent.

4. How we protect your personal data:

- 4.1. Each member's name, address, telephone numbers and email address shall be stored electronically on a spreadsheet or PDF file, distribution of which shall be limited to the Office Bearers of the Club. Retiring Office Bearers shall be requested to delete all copies of membership data.
- 4.2. Group emails to all Club members shall normally be sent as BCC (Blind Carbon Copy) to maintain privacy of individual email addresses.
- 4.3. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

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4.4. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

5. Who else has access to the information you provide us?

5.1. We will not sell or share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law.

6. How long do we keep your information?

6.1. We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as is necessary to comply with our legal obligations, and for our legitimate interests in managing the Club.

7. Photographs and Videos:

7.1. From time to time photos and videos may be taken at Club events by, or on behalf of Club officials to illustrate its website, publicity material, Facebook or other channels. The Club will not identify individuals who appear on such photos and videos.

7.2. The Club may publish photos of Office Bearers and committee members on its website, but only if the individual agrees. Such photos shall be identified by the individual's given name only, not his/her full name.

7.3. Since Atholl events take place in a 'public space', attendees may take photos or videos and it is impractical for the Club to control such photos and videos

8. Your rights:

8.1. You have rights under the GDPR:

8.1.1. to access your personal data

8.1.2. to be provided with information about how your personal data is processed

8.1.3. to have your personal data corrected

8.1.4. to have your personal data erased in certain circumstances

8.1.5. to object to or restrict how your personal data is processed

8.1.6. to have your personal data transferred to yourself or to another business in certain circumstances

8.2. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

Information Commissioner's Office,
Wycliffe House, Water lane, Wilmslow, Cheshire SK9 SAF

<https://ico.org.uk/concerns/>

Helpline 0303 123 1113

Atholl SCDC Committee - April 2019