

1. The information we hold

RSCDS Leeds Branch Privacy Policy

RSCDS Leeds Branch holds and processes the personal information provided by you on the membership application form. This includes your:-

- First name
- Surname
- Email address
- Full postal address*
- Telephone number(s)*¹
- Type of membership

Note 1: If you are 17 or under the contact details of a parent or guardian are also required.

2. Relationship with RSCDS HQ

We have a reciprocal relationship with RSCDS HQ in regard to members' personal details. We share this information only for the purposes of administering your membership, including keeping you informed of RSCDS news, events and benefits.

3. How we keep members' personal information

We keep this information in electronic form. The electronic data is kept on personal computers and on HQ website.

4. Who processes the information?

The Membership Secretary and Shop Manager are Joint Controllers of the data. They are the main processors of the information which is held by them, and will update data on the HQ website. The Branch Officials, Committee members and teachers have access to this data to undertake tasks legitimate to running the Branch. HQ admin staff also have access to the database on their website for the purposes of updating data and contacting members directly.

5. Why do we hold the information?

We process this information to let you know about Branch and wider RSCDS events, meetings and any other general business relating to the RSCDS and its objects (see Constitution). For example, this includes distribution of 2 issues of the Scottish Country Dancer magazine and issues of the Branch electronic Newsletter, sending the latest RSCDS news about classes, events and offers, as well as reminders about membership renewal.

6. How may we contact you?

We would like to be able to contact you in respect of RSCDS business by email, using mailchimp or using the BCC facility in emails. You have the right to stop receiving information at any time by notifying the Membership Secretary.

7. Accuracy of information

We ask that you let the Membership Secretary know of any change in the information provided during the year so that we can keep our records up-to-date. You may ask to see the information

¹ Optional

we hold about you and to request us to correct any inaccurate data by contacting the Membership Secretary.

8. How long will we keep your personal data?

The information we collect will be held whilst you remain a member of the Branch, and for as long as you wish to receive our eUpdate, unless you specifically tell us to remove it immediately.

If you decide not to renew your membership or to resign from the Branch, your name (and email address) will remain on the archived membership lists for each of the years that you were a member. If you subsequently re-join, we will seek fresh information from you.

9. Data Sharing

We share data with the Branch shop and with RSCDS HQ and will not share your data with any third party.

10. Consent

We will seek renewed consent for the processing of your personal data on the annual Membership Renewal form. If any sub groups of members are created requiring contact between those members, they will be asked for consent to sharing of contact details within that group.

Traditionally, we have taken photographs of members, teachers, musicians and guests at our events for publication in our newsletter, in the local press and on the HQ website and publications. In future, we will request prior consent to do this. Photos in the Branch Archive will be retained.

10. Queries and Complaints

If you have any queries about this policy or the way we process your data, please contact the Secretary: secretary@rscdsleeds.org.uk or Membership Secretary: membership@rscdsleeds.org.uk

If you have a complaint about the way we process your data, you may raise this with the Branch Chair: chair@rscdsleeds.org.uk

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