

## RSCDS Leeds Branch Privacy Policy

### 1. The information we hold

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

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

Note 1: When giving us personal information on joining or re-joining the Branch, you may choose not to complete an item by striking it through.

Note 2: 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 paper and electronic form. The current paper based information will be kept in a locked cupboard or filing cabinet. The electronic data is kept on personal computers and on HQ website.

### 4. Who processes the information?

The Treasurer, Secretary, 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 also 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 postal distribution of 2 issues of the Scottish Country Dancer magazine, 4 issues of the Branch Dancers' Newsletter distributed through classes and email, and by post to members who neither attend classes nor have email, and the e-distribution of the Branch Update, sending 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 post, telephone and email. For email, the mailing list will be used via mailchimp or using BCC. If you agree to being contacted, you will be asked to indicate whether you consent to each of these methods of communication either on the membership application form or on a separate consent form. You have the right to change your communication preferences at any time by notifying the Secretary.

## **7. Accuracy of information**

The information we hold about you will be updated annually with any changes made by you on the annual membership application form. We also ask that you let the 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 we hold about you and to request us to correct any inaccurate data by contacting the 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 six months after your membership lapses, in order to send you reminders and new RSCDS information, unless you specifically tell us to remove it immediately.

If you decide not to renew your membership or to resign from the Branch, then we will delete your data from the current membership list and shred your paper application form. However, your name (and email address) will remain on the archived membership lists for each of the years that you were a member prior to 2018/9. 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 prior to May 2018 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 or Membership Secretary.

*Secretary:* Evelyn Davidson 0113 275782 [secretary@rscdsleeds.org](mailto:secretary@rscdsleeds.org)

*Membership Secretary:* Brenda Burnell

*Treasurer:* Gerry Yates 01422 356446 [treasurer@rscdsleeds.org.uk](mailto:treasurer@rscdsleeds.org.uk)

If you have a complaint about the way we process your data, you may raise this with the Branch Chair.

*Chair:* Claire Johnson

[chairman@rscdsleeds.org.uk](mailto:chairman@rscdsleeds.org.uk)

**Date of issue: Sept 2018**

**Review date: Oct 2019 or earlier if required**