

ROYAL SCOTTISH COUNTRY DANCE SOCIETY - BRISTOL

Registered Charity No. 1059608

website: www.rscdsbristol.info

Privacy Policy

Objective: To ensure personal details of members or other personal contacts remain confidential and are kept solely for the purpose of providing RSCDS information.

Exemption with Information Commissioners Office

RSCDS Bristol is a “not-for-profit organisation”, and is therefore exempt from fee payment. Nevertheless, it must comply with:

The Data Protection Act (DPA) 2018 and the General Data Protection Regulation 2018

Data Protection Principles

There are seven data protection principles. In summary, they require that data shall be:

- a. fairly, lawfully and transparently processed
 - b. processed for limited purposes
 - c. adequate, relevant and limited to what is necessary
 - d. accurate and up to date
 - e. kept for no longer than necessary
 - f. held securely and confidentially
- and finally:
- g. RSCDS Bristol will be held accountable for use of data, and for complying with the above principles.

Basis for Processing

Data will be only processed where there is one or more of the following:

1. Legitimate interest
2. A vital Interest
3. A legal obligation
4. A contractual obligation
5. Consent

Data of members of Bristol RSCDS will be processed on the basis of legitimate interest for all every-day purposes of running the charity, and legal obligation in respect of gift aid. Other reasons for processing may arise in specific instances.

Rights of Individuals

Individuals have the following relevant rights:

1. Right to be informed
2. right of access
3. right to rectification
4. right to erasure
5. right to restrict processing
6. right to data portability
7. right to object
- (8. No form of profiling or automated processing is undertaken by RSCDS Bristol)

Process

1. Personal data must be stored securely (electronic and/or paper systems).
2. Personal data must not be passed to a third party without the data subjects' (written, electronic or verbal) consent.

3. Information sent by electronic means must be sent initially to the relevant branch or committee sender's email (e.g. secretary@rscdsbristol.info), with 'blind-copy' to membership.
4. Committee members may have access to personal data on request, for RSCDS Bristol purposes.
5. Personal data will be held by the Membership Secretary, Honorary Treasurer, and other identified person/s for specific purposes (e.g. residential weekends, beginners' classes, promotional activities)
6. Retention of personal information – personal information must not be kept after the relationship between the organisation and the data subject ends, except for as long as is necessary for legal purposes, contractual obligations or vital interests.
7. Personal information may be retained for specific activities (e.g. advertising, organisation's activities), with express consent.
8. A list of past members may be retained, BUT not personal details, for archive purposes.
9. Members can opt-out of receiving communications other than Bristol branch communications, and are requested to advise the Membership Secretary accordingly.

In the event of query, complaint, or any other matters arising from the above, these should be addressed to the membership secretary at membership@rscdsbristol.info
Further details for contacting the membership secretary are on the website: www.rscdsbristol.info

Policy Revised 8 August 2018.

Date Adopted: 9 August 2018

Document Review

Our policy for regular review is to maintain a separate document detailing:

- Review timing requirements
- Each of our policies and the date it was adopted
- The date each policy was last reviewed

Glossary (in the context of RSCDS Bristol)

Personal data – information that relates to an identified or identifiable individual.

Processing – obtaining, recording or holding the data or carrying out any operation or set of operations on that data.

Data Controller – RSCDS Bristol. The committee determines the purposes for which, and the manner in which, any personal data are or are to be processed.

Data Processor – means any person who processes the data on behalf of RSCDS Bristol.

Not-for-profit Organisation – processing is only for the purposes of establishing or maintaining membership or support of a body or association not established or conducted for profit, or providing or administering activities for individuals who are either members of the body or association or have regular contact with it.

Reference

More information on the General Data Protection Regulation can be read, if desired, at:
<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>