



Privacy Statement

Regulations regarding Data Protection came into force on May 25th 2018. These include a requirement for organisations to be clear with individual members how their personal data is stored and used.

Security.

We restrict access to the personal data you provide to those who may need it to fulfil their duties in running the organisation. i.e., the Administrators and the Membership Secretary.

Where data is held electronically, access is password protected. Paperwork which includes such information is kept securely in an area of the Office not available to the general public, and which is alarmed when the building is closed.

We do not share your information with any other organisation. If we are asked to do so for a genuine reason, we will ask for your explicit consent first. The exception may be if the Police request information in order to investigate a crime on our premises.

Information we hold.

When you applied to join SCA CIO, you were asked to provide your contact information; name, address, and email address if applicable. We do not ask for date of birth, but only for the age range group you fall into, as the fees vary according to age. On your application form, you gave written consent to us to hold this information for our exclusive use. This is a continuous consent which is logged on our database. You will not be asked again to provide this consent. Your information is held for the minimum amount of time for which it is required, and then deleted/shredded.

How we use your information.

We will use your contact details to provide you with information relating to

- The administration of your membership, including AGM information
- changes to the arrangements for your group, if these are necessary due to emergency measures
- inform you about our Events and contact you when you offer to help
- any other organisational changes which affect your membership or activities

Deleting personal information.

If you cease to be a member, your details will be held on the database for the following year in case of need, and then deleted/ shredded as above. When a member specifically requests in writing that their details be removed, that will be done as soon as possible, and within 30 days.