



North Wiltshire Woodturners Association

GENERAL DATA PROTECTION REGULATION (GDPR)

Introduction:

The law concerning data protection changes on 25th May 2018. This will affect how North Wiltshire Woodturners Association (NWWA) deals with your data. We are required to take action to be in compliance with the new GDPR law. The law affects personal data. This means information that can be used to help identify an individual, such as your name, photograph, postal and email address and phone number.

The new legislation requires the NWWA to tell you:

- What personal data we keep, why we keep it, where it is kept, who has access to it, how it is protected, and for how long it is stored
- How you can see and update your personal information and how you can have your data removed
- Our policy about sharing (outside the Club) or selling your personal information.
- No one will assume you have given permission for your information to be kept or processed by others. You will be asked to give your express permission.

NORTH WILTSHIRE WOODTURNERS ASSOCIATION PRIVACY POLICY

The NWWA is committed to safeguarding the personal details of its members to ensure their privacy. The NWWA:

- Will keep members' personal details safe and private,
- will not sell members' details nor use the details for commercial purposes,
- will allow members to manage and review their personal details.

The NWWA keeps the personal details of its members in a database known as the "Membership List". The Membership List contains members' contact details including name, address, telephone numbers, email address, plus any other contact details provided by the member.

Additionally, other information, voluntarily provided by the member, may be stored. Such information may include interests, equipment owned, the way the member became aware of the NWWA, and any other relevant information. A member typically provides such information when they first join the NWWA but may provide additional information subsequently.

The NWWA may also have photographs of you – for example, taken at the Club Christmas party, at events or shows that we have attended or a Club Group photograph. These photographs may be published on the Club website.

No other personal details are retained by the NWWA.

The NWWA stores the Membership List in a digital database, stored on a PC, in a secure fashion using password protection and encryption. The Membership List is updated only by the Membership Secretary, Harry Rock. Other Committee members may access the Membership List only as needed for the purposes of the NWWA. A member may ask to review their personal details or to change them at any time by contacting the Membership Secretary.



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The Membership List is primarily used to provide a means of communicating with the members for the purpose of information relating to updates to the Club website, and for other notices of general interest. The Membership List is used only for NWWA related matters and is never used for other purposes.

You may ask that any photograph of you that appears on the Club website be removed by contacting the Membership Secretary.

The Membership List is never released outside the NWWA. On ceasing to be a member of the NWWA, a member's personal details will be deleted.

An edited version of the Membership List, known as the 'Membership List for Members' is available to members on request. The purpose of this list is to enable members to contact each other should a need arise. This list is subject to all of the controls previously mentioned in connection to the Membership List. The Membership List for Members contains the member's name, general location, phone number and email address. Inclusion in this list is optional, and the individual details to be shown requires confirmation at each annual membership renewal.

In order for the NWWA to comply with GDPR requirements we must show that a members' consent has been explicitly obtained in order to hold and process their personal data. For the NWWA this will take the form of a PDF or printed document, sent via eMail or posted to the member's home address, detailing the data held and a tick box, signature and date to be applied to signify consent. This completed document must be returned by post or handed to the Membership Secretary.