

NORTHWICH AND DISTRICT SCOTS' SOCIETY PRIVACY POLICY

Northwich and District Scots' Society (NADSS) treats your privacy rights seriously. This privacy policy sets out, in line with the General Data Protection Regulations, (GDPR) how we will deal with your personal information, that is, information that could identify, or is related to the identity of, an individual. NADSS is a Data Controller under the GDPR.

What personal information do we collect?

When you express an interest in becoming a member of the Society you will be asked to provide certain information. This includes

Your name Home address Email address Telephone number.

How do we collect this personal information?

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via a membership form. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with NADSS. In order to inform you about activities and events that you can access as a member we need to store and process a certain amount of personal data. This data will be held securely by the Secretary and the president.

How do we use your personal information?

We use your personal information

- To provide the Society's activities to you.
- For administration and management of the Society.

We will send you messages by email, post or telephone to advise you of Society activities and news.

With whom do we share your personal information?

We may disclose information about you, including your personal information

- Internally- to committee members as required to facilitate your participation in the Society's activities.
- If we have a statutory duty to disclose it for any other legal and regulatory reasons.

Where we need to share your information outside of the Society we will seek your consent and inform you as to who the information will be shared with and for what purpose.

How long do we keep your personal information?

We need to keep your information as long as you are a member and will be retained unless removal is specifically requested in writing.

How your information can be updated or corrected.

To ensure the information we hold is accurate and up to date, members need to inform the Society as to any changes to their personal information. You can do this by contacting the Secretary or any other committee member. On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process

How do we store your personal information?

Your membership information is held on a database and can be accessed by the Secretary, Treasurer and committee members.

Photographs

Photographs are classified as personal data. Consent will be obtained from members in order for photographs to be taken and members will be informed as to where photographs will be displayed.