GERRARDS CROSS & CHALFONTS SCOTTISH COUNTRY DANCE CLUB

WELCOME PACK

WELCOME!

We look forward to getting to know you in the weeks ahead and hope you enjoy dancing with us and the wider dancing community.

Our teacher at GX is Rose Kreloff; our leader at Little Chalfont is Suzanne Todd.

In this pack you will find:

Details of our website

What to do if you can’t make it to a session

Refreshments Rota

Emergency Procedures

Details of where to buy dancing shoes

Our Privacy Policy including a Data Protection form which we need you to complete

Our Website

Our comprehensive website is at [www.gxchscottish.org](http://www.gxchscottish.org)

Please take the time to explore what is there and pass on any feedback.

In addition to up-to-date information on costs and dates on the **About** pages we draw your attention to the **What We Danced** pages. There you will find details of what we have danced each week, and the formations involved together with links to the cribs and videos. It’s a brilliant way of following up the sessions.

The **News** page is used to highlight special arrangements e.g. covid precautions or display up-to-date photos. In the unlikely event of having to cancel a session at short notice we will post a notice here as well as trying to contact you by email or phone.

Attendance

Please remember to tick your name on arrival so that we have a record of your attendance. This will be used in the event of fire to check everyone has got out safely.

If you know in advance that you can’t make a future date tell us.

If you find you can’t come at the last minute please ring or email the relevant person.

Refreshments Rota (GX only)

We enjoy tea, coffee and biscuits each week in the interval. The main ingredients are provided but we need people to bring fresh milk, to make the tea and tidy up .Please sign up on the rota.

Fire Procedure

In the event of Fire please leave all belongings and exit the building immediately. Congregate in the carpark so we can check everyone is out.

Health & Safety

A basic First Aid kit is held (by the teacher) in each location, together with details of the nearest Accident & Emergency and Minor Injuries Units. There is a defibrillator at the GX site. Health & Safety remains the individual’s responsibility.

Our Committee

Chairman: Suzanne Treasurer: Roger

Teacher: Rose

Others : Elizabeth - Membership Secretary, Barbara – GX Rep,

Mary R - Chalfont Rep, Eleanor – Publicity Adviser

Where to Buy Dancing Shoes

Ask for the options for Scottish Country Dancing at

Amersham: Dancers’ Boutique:www.dancersboutique.co.uk

Wembley: Scottish Dance Shoes: [www.scottishdanceshoe.co.uk](http://www.scottishdanceshoe.co.uk) (also by mail)

Mail Order: [www.standrews-shoemakers.com](http://www.standrews-shoemakers.com) & [www.thistleshoes.com](http://www.thistleshoes.com)

**GX & Chalfonts Scottish Country Dance Club Privacy Policy**

We are required by law to maintain records of your consent to our holding data about you. Please read our privacy Policy, complete the slip at the bottom and return to the Chairman as soon as possible.

**Personal Data Held**

The following data may be held for each member: contact details i.e. full name, telephone number, address and email address; attendance details i.e. dates attending and experience level; financial details i.e. whether paying weekly or termly. Bank account details for payment and reimbursements may be held by the bank (HSBC) which has its own privacy policy. In addition we ask you for an emergency contact in case of accident or illness while dancing.

**Reason for holding and lawful basis**

The reason for holding this data is for membership administration and contact only. The lawful basis for holding this data is GXCh SCDC has your consent to do so and has a legitimate interest in the data solely for the purposes outlined in the policy.

**Data Control, Access & Storage**

Contact details are maintained on paper by the Membership Co-ordinator. Committee members have access on request.

Attendance details and whether paying weekly or termly are maintained online as part of the weekly record by the Treasurer and Membership Co-ordinator. These are held on the Cloud. Only committee members have access to them, secured by log-on id. Only first name is used with a distinguishing initial where needed.

**Data Sharing**

Data will not be shared with any third party or organisation without the prior explicit consent of the member, except as may be required to comply with the law. E-mails to members will be sent using the blind copy facility to ensure your details are not passed on to other members. E-mails between committee members will however not use the blind copy facility so that views can be shared more easily.

**Data Retention**

If you inform us that you wish to leave the club or if you do not attend club evenings for more than one complete term your details will be removed from the current members lists, unless you specifically request otherwise. You will then be invited to add your name to our Visitors List. Contact details will be used to invite you to special events. If you do not attend any events over 2 years your details will be removed from this too. Historical attendance data will be retained for up to 3 years to provide comparative statistics. After 3 years it will be deleted . Paper versions will be securely destroyed by shredding.

**Your Rights**

You have the right to see a copy of any data held about you and to request it to be corrected, restricted or deleted at any time. Any such requests should be submitted to the Chairman. You may lodge a complaint with the Information Commissioner’s Office if you do not think we are using your data correctly. You can withdraw your consent to our holding your data at any time. Withdrawal or denial of consent does not preclude you from being a member of the GXCh SCDC. It does however mean that you would not receive any communication from the club and that your attendance would not be taken into account in any decisions the club takes.

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**Name:**

**Address:**

**Tel No:**

**Mobile No:**

**Email:**

**Emergency Contact Name:**

**Emergency Mobile:**

**Consent**

I , ………………………… ……………..consent to GXCh SCDC holding details about me as described above.

Signed : Date:

Version 2 May 2022