**GX Scottish Country Dancing 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 or 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.

**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 GXSCDC 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 tell the Membership Co-ordinator 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 GXSCDC. 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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**Consent**

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

Signed : Date: