

## **Data Protection Policy**

### ***Why should I read this?***

Like other clubs and societies, we now need your permission to keep your contact details (your "personal data"). Without this data, we cannot contact you!

Under the Data Protection General Regulation 2018 (GDPR), we must also tell you what we are doing.

We hope that you will want to continue to receive information about Branch events and other local news related to Scottish Country Dance and Highland Dance, as a member of RSCDS Brighton or not. We hope you will therefore give us permission to use your data; read on...

### ***Why does the branch need my data?***

Your personal data (your name, membership category, postal address, phone number and email address) are collected annually via the membership application form. They are used to

- let teachers know you pay reduced class fees
- let the web editor send you local information by email and post
- let us contact you by phone should a class or event be cancelled
- let RSCDS HQ contact members by email and post - see [www.rscds.org/article/privacy-policy](http://www.rscds.org/article/privacy-policy).

### ***Who keeps the data?***

Members' data is kept by the Membership Secretary, Treasurer, Secretary and web editor (Rod Burrows, Diana Burrows and Elizabeth Rimmington).

Members' data is sent to RSCDS HQ in Edinburgh (see above).

Class lists on paper are kept by our teachers, including names of children. For children, the contact details are replaced by those of their parent or guardian.

We ask members whether they agree to this using the branch membership application form.

### ***Is my data safe?***

We take all reasonable steps to ensure that data on our computers is kept secure and we never pass information on to others. We use BCC (blind copy) when sending email.

### ***Can I check my data and ask for it to be removed?***

Yes. You have the right to see your details and have them changed or deleted. Just tell any branch officer or your teacher and we are all bound to comply.

### ***What if I am not a member?***

The web editor, Elizabeth Rimmington, keeps a mailing list which includes non-members as well as branch members, so that we can inform interested people of branch activity and other dancing news. Messages are sent by email using BCC so everyone's address is kept safe. We will ask everyone on the mailing list for permission to keep their data.