

The Highland Guild of Weavers, Spinners & Dyers

Data Protection Act - Policy Statement

Key Terms:

Data Controller – Anybody (person or organisation) who decides what personal data to collect and how to process it.

Data Subject – Any living person about whom you collect, hold or use personal information.

Data Protection Officer – The person in your organisation who makes sure you comply with the Data Protection Act 1998.

Data Processing – From the moment someone's details are taken to the moment their file is finally shredded or deleted, data about them is being 'processed'.

Personal Data – Any information about a living person could be personal data, from name and phone number to family history or financial details.

- The Chair will take responsibility as “The Data Protection Officer”, unless or until this is confirmed as a separate permanent post within the committee (to include duties of membership secretary / Data controller).
- Each member will supply, upon renewing membership, up-to-date details as follows: Name, Postal address, Telephone number, Email address. This information will be available to the Committee and will be used to contact members on Highland Guild of Weavers, Spinners and Dyers business **only**.
- The information supplied by each member will be re-checked, annually, when membership is renewed, by means of the membership renewal form. This should be signed and returned, with membership subscription to the Treasurer, who will be responsible for passing on the contact details slip to the Membership Secretary / Data Controller.
- All data will be kept as a single data file held as a software copy held by the Chair, Treasurer, Membership Secretary, and any other committee members who need it for effective communication with members; a paper copy will be held by each committee member. Each stored securely.
- A circulated list of members will contain details of **only** those members who have clearly expressed the wish to be included in such a list (but **will** list all members' names). This will be a paper copy only.
- The members of the Guild will comply with the following requirements: only paid-up members are allowed to use the circulated list data, and only for Guild purposes.
- Ex-members must destroy all Guild data lists; current members must destroy out-dated lists.
- **No** data may be quoted to anyone not a member of the Guild. Data lists may not be shown to, lent to nor accessed by a non-member.
- All data of members known to be inaccurate or in need of amending will be edited on the stored data lists. Updated information will be included on circulated lists, **if permission is given by the member to do so**.
- This policy statement will form part of the notes given to new members, and will be included with the membership renewal form.
- This policy will be re-addressed at each AGM for any necessary revisions, legislation changes and changes of responsibility within the Guild.