

# The Highland Guild of Weavers, Spinners and Dyers

## Data Protection Act – Privacy Statement

### Key Terms and Formal Definitions:

**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 Lead** – The person in your organisation who makes sure you comply with Data Protection Legislation.

**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 Lead", 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 annually up-to-date details as follows: Name, Postal address, Telephone number, Email address. This information will be available to the main office bearers of the committee (Chair, Treasurer, Secretary and Membership Secretary) and will be used to contact members on Highland Guild of Weavers, Spinners and Dyers business only. The Librarian and Workshop Co-ordinator will have access to a list of names and email addresses and the Newsletter Editor will have access to the email distribution list only.
- The information supplied by each member will be re-checked, annually, when membership is renewed, by means of the membership form. This should be signed and returned with membership subscription to the Treasurer, who will be responsible for passing on the contact details to the Membership Secretary.
- All data will be digitally stored securely by the main office bearers who need it for effective communication with members.
- All data of members known to be inaccurate or in need of amending will be edited on the stored list held by the Membership Secretary and then redistributed to the other main office bearers. On receipt of a new list, the main office bearers will delete their previously held copy.
- Data will be removed from the contacts list at the request of the Data Subject, or if membership ceases.
- Outgoing office bearers will delete their copy of the contacts list.
- Anyone requiring to contact a member of the Guild must communicate their initial correspondence via the main office bearers.
- No third party will have access to member details.
- Directions to this Privacy Statement will be included in the membership form required from members annually.
- This Privacy Statement will be reviewed for any necessary amendments as Data Protection legislation changes.