



## **Data Privacy notice for GUILD OF ENAMELLERS**

The Guild of Enamellers takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why, and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them. The Guild’s Data Protection Officer can be contacted at [dataofficer@guildofenamellers.org](mailto:dataofficer@guildofenamellers.org).

### **What we need from you**

When you apply to be a member of the Guild of Enamellers we will ask you for some or all of the following personal information:

- Contact details – e.g. name, address, email address, phone number, website.
- Date of birth (Under 18s only)
- How you heard about us
- Your occupation
- Your level of enamelling experience
- How much you have paid us and how you have made that payment. i.e. cheque, PayPal, bank transfer. We do not record any bank account or credit card information.

### **Why we need your personal information**

We need to collect this information to allow us to:

- Manage your membership including your gift aid donation if you make one
- Provide you with our quarterly journal
- Provide access to the members area of the Guild’s website
- Provide you with Guild activities in your region
- Provide you with information about the annual conference and other activities throughout the year

### **Other uses of your personal information**

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

### **Who we share your personal information with**

You have the option to opt-in to sharing your contact details with other members of the Guild so that you can be contacted by like minded members on enamelling related activities. You can update this option whenever you choose in your user profile area.

Note: This privacy policy does not apply to Bursary Award applicants who are covered by a separate privacy policy.

## **How we protect your personal information**

Your full personal information is accessed by our Executive Committee and your Regional Representatives only for the purposes set out above. Your membership information is stored electronically, password protected, in cloud storage.

It is the responsibility of every recipient of Guild's members contact information to comply with the Data Protection Act with regards to sharing, storing and disposing of members personal data.

## **How long we keep your personal information**

We keep your personal information for only as long as necessary to manage your membership. Inactive accounts are deleted after six months.

## **Meeting recordings using Zoom (or similar)**

The Guild does not make any video recordings of meetings. When meetings are minuted, audio recordings are made and converted to a transcript which is shared with the person taking the minutes. The audio recording and transcript are both deleted after the minutes have been approved.

Participants at Zoom meetings are requested not to make private recordings.

## **You have a right to:**

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Request that we delete your personal information.
- Access the personal data that we hold about you through a "subject access request".

## **Third Parties and Guild Members:**

Members personal information will only be shared with third parties or members for the purposes stated within this policy notice and where permission has been granted. By accepting this personal data, the third party / member becomes the Data Controller of this data and must act in accordance with the Data Protection Act.

Any reports received by the Guild, of potential data breaches will be fully investigated and appropriate action taken. The Guild takes the security of personal information very seriously.

If you wish to change your data preferences, you can contact us at:

membership@gildofenamellers.org or dataofficer@gildofenamellers.org

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

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