



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.

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 – eg. 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
- 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
- Provide a contact list of all Guild members for inclusion with the Guild’s journal.

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

Information you provide on your membership application form is not shared with any third party with the exception of the printed annual members contact list that is included with the quarterly journal. If you do not wish your contact details to be included within this list then you have the ability to opt out by contacting the membership secretary

Note: This 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, on cloud storage and local PCs.

It is the responsibility of every recipient of the Guild’s members contact list 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. Unless you ask us not to, we will delete your personal information after three years.

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@guildofenamellers.org or DataOfficer@guildofenamellers.org

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk