

Wiltshire Guild of Spinners, Weavers and Dyers

Data Protection Policy (DPA) 2017

- The 'data controller' is the person with overall responsibility for complying with the principles of the Data Protection Act 1998. This person is the guild Chairperson, although the practical duties (obtaining, recording, storing, updating and sharing) is delegated to the Membership Secretary. It remains the responsibility of the chair and any delegated person to keep updated with developments in data protection law.
- The purpose of gathering information from guild members is to share guild notices and activities. This is consistent with the purpose of the guild (see guild constitution).
- Notice must be given to inform members how the data is stored, whom it is shared with and what happens to the data once it is no longer required.
- Permission must be sought from members to gather contact information. This is done at membership sign up and annual membership renewal times.
- The information gathered from members include; name, address, telephone numbers and an email address.
- Information is kept by committee members only as this is consistent with the purpose of the guild (sharing notices and activities) and is not considered as 'excessive' sharing by the DPA.
- Members information should be kept up to date and checked for inaccuracies. This can be done at membership sign up and annual renewal times. Additionally, members should inform the chair or membership secretary of any change in contact information or inaccuracies in information.
- Information will be shared with the newsletter editors for the purpose of producing and distributing the newsletter.
- The contact information of committee members may be shared amongst the guild membership.
- Current address lists shared amongst the committee by email or on paper should be deleted or destroyed once the information is safely stored or no longer required for the purpose for which they were shared.
- Once the address list is updated and shared committee members should destroy or delete the previous copy of the address list.
- Data stored on a computer by committee members should be kept on a computer/tablet/other electronic device that is accessible by password by the committee member who uses the computer/tablet/other electronic device.
- Paper copies of address list held by committee members should be stored so that they are not accessible to unauthorised individuals.
- If members wish to contact other members and they do not have contact details they may approach a committee member who will pass on a request for contact on their behalf, as long as it is consistent with the purpose of guild activities.
- As one means of communication about activities, members may send an invitation to others about an activity by asking a committee member to forward an email for them. Following any email responses from potential participants to the member running the activity, email communication should continue directly between that person and the participants.

- Emails sent to more than one member should be 'blind copied' so that email addresses are not shared amongst members.
- When using social media (the Guild Facebook page) members should avoid putting personal contact details on posts but send via personal messaging if this is deemed necessary.

Signed:

(Chairperson)

To be reviewed: May 2018