

## 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 Chair, Membership Secretary and the Treasurer **only**, and will be used for purposes of emergency contact only.
- The information supplied by each member will be re-checked at - or by post immediately after - the AGM, by means of an “address details re-check” slip, to be signed and returned to the Data Controller.
- All data will be kept as a single data file: one software copy held by the membership secretary, two paper copies held by the Chair and Treasurer. 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).
- The members of the Guild will comply with the following requirements: Only paid-up members are allowed to use the circulated list data (unless to a friend or colleague in another context), 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 and verbally given out at the next business meeting, **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 appear at the top of the “address details re-check” slip given out at each AGM.
- This policy will be re-addressed at each AGM for any necessary revisions, legislation changes and changes of responsibility within the Guild.

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.....Guild Of Weavers, Spinners and Dyers.

For membership purposes we need the following personal details.  
Please use Block Capitals.

Name .....

Address.....

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Telephone .....E-mail.....

1. Please tick to indicate that you understand and accept these details are required for membership.
2. Please tick to indicate permission to include in a details list circulated within Guild.
3. Please tick to indicate that others sharing these details (partners, spouses, etc.) have been notified of the above two points.

Signed.....