



The Somerset Guild of Weavers, Spinners and Dyers

Registered Charity No: 295125

Data Protection Act - Policy Statement

1. Introduction

The Guild needs to collect and use some personal information about members to run the business of the Guild. This information will be collected and dealt with appropriately whether it is collected on paper or stored electronically. The Guild will adhere to the Principles of Data Protection as set out in the Data Protection Act 1998.

2. Key Terms used in this policy

Data Controller – The person or organisation who decides what personal data to collect and how to process it.

Data Subject – a living person, about whom data is collected, held or used.

Data Protection Officer – The person who ensures the Guild complies with the Data Protection Act 1998.

Data Processing – From the moment personal details about an individual are taken to the moment their file is finally shredded or deleted, data about them is being 'processed'.

Personal Data – The information that is collected about individuals.

3. Key Principles

- The Guild is the data controller as set out in the Data Protection Act 1998.
- The Guild Secretary will take responsibility as "The Data Protection Officer".
- Each member will supply, upon renewing membership, up-to-date details as follows: Name, Postal address, Telephone number, Email address.
- The Guild Secretary will have the master electronic record which will be kept securely. Other Guild Committee members will have PDF or paper versions of the list.
- The Guild Secretary may also use the master list to note other relevant information such as journal fees.
- A circulated list of members will contain the contact details of **only** those members who have clearly expressed the wish to be included in such a list (but **will** list all members' names).
- This paper copy will be circulated at the start of the year along with the Guild Programme
- The members of the Guild will comply with the following requirements: Only paid-up members are allowed to use the circulated list data 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.
- This policy will be re-addressed at each AGM for any necessary revisions, legislation changes and changes of responsibility within the Guild.

Signature of Chair:

Date: