

Southdowns Creative Stitchers GDPR Policy

1. 'Definition of 'Personal Data': Personal data is information that can be used to help identify an individual, such as name, postal and email address, telephone numbers and images.
 - a. We collect and store only essential personal data (name, address, email, telephone number) in order to manage membership and organise meetings and events.
 - b. We do our best to keep personal data secure whenever it is sent online and when it is stored digitally. This will include storing digital records on a password-protected device and storing written data in a secure location.
 - c. If another member requests another member's contact details, normally the member will be asked for permission first. However, by signing the membership form, members are deemed to give consent for their contact details to be shared with another member for reasons to do with the group's activities, for example to inform them of details of events, cancellations etc.
 - d. Members' information will be deleted within one month of the member leaving the group.
 - e. By signing the membership form, members are deemed to give consent for photographs to be taken that might include them or their work during workshops or group meetings, and also to consent to photographs being shared on social media. If a member does not wish to have their images shared, they may decline, by informing the person taking the photographs, and a Facebook moderator and/or the webmistress.
 - f. If members send a photo to be shared on FB or the website, they will be named as the artist and consent to their name being linked to the image.
 - g. We will not share members' data with third parties without the consent of members.
 - h. By signing the membership form, members are deemed to give consent for their personal data to be stored in line with the Southdowns Creative Stitchers GDPR Policy.

2. Members Rights

- a. Members may withdraw their consent to storing or processing personal information. If so, the member accepts that they will not receive group emails, newsletters and invitations to events.
- b. Members may be informed about the security of their personal data.
- c. Members will receive any information on the storage, access, use and management of personal data, in plain language.
- d. Members may request a copy of their personal data held by the group.
- e. Members may request to become 'forgotten' i.e. all personal data is erased.
- f. Members may be informed about how long their personal data will be kept on file after they leave the group.
- g. Members will receive a reply to a complaint or enquiry within 30 days.

3. Adoption of GDPR Policy

The designated contact for GDPR is the Secretary of Southdowns Creative Stitchers. This policy was adopted by Southdowns Creative Stitchers on 7th July 2021.