



DATA PRIVACY STATEMENT

Plymouth Woodturners

Pilgrim Church, St Levan Road,
Milehouse, Plymouth, PL2 3AE
United Kingdom

1. Personal data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

2. Data Controller

The committee (serving officers) of Plymouth Woodturners is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The committee of Plymouth Woodturners complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorized access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes: -

- to administer membership records;
- to maintain our financial accounts and records;
- to provide news and information about events, activities and services at the club;
- to fundraise and promote the interests of the club;
- to manage members and volunteers;
- to enable the club to provide voluntary services for the benefit of the public in our local community;
- to provide contact details of officers and others with specific responsibilities within the club.

4. What is the legal basis for processing your personal data?

- Processing is carried out by a not-for-profit body provided: -
 - The processing relates only to members or former members (or those who have regular contact with it in connection with the club); or
 - Processing is necessary for carrying out legal obligations or a collective agreement; or
 - Processing is necessary for carrying out a contract or entering a contract; or

- Processing is necessary for the protection of the subjects' vital interests, public interest or our legitimate interest;
- Explicit consent of the data subject has been given.
- There is no disclosure to a third party without consent;

5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the club in order to carry out a service to other club members or for purposes connected with the club. In ordinary cases we will only share your data with third parties with your consent.

6. How long do we keep data?

We retain data on the following basis:

Record Type	Retention Period
Membership rolls	Indefinitely
Members, adherents and friends contact details	24 months after the last contact
Personal data relating to events for which additional information is gathered e.g. Club events	Disposed of immediately after the event unless anything has occurred (e.g. an accident) which indicates that records should be retained for a longer period.
Records of attendance of children/young people and helpers	Indefinitely for safeguarding purposes
Photographs and videos of events	24 months after the event – selected items retained for historical records. Specific items will be deleted on request.
Insurance Records	Indefinitely
Safeguarding matters	Indefinitely or until advised otherwise by authorities
Accident Books	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21)
Complaints (non -safeguarding)	3 years after resolution of complaint (unless further action is anticipated)
Minute Books	Indefinitely
Attendance records	24 months after the last contact

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which Plymouth Woodturners holds about you (a Subject Access Request or 'SAR');
- The right to request that the committee of Plymouth Woodturners corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Plymouth Woodturners to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Club Secretary at secretary@plymouthwoodturners.org.uk.

You can contact Plymouth Woodturners via email enquiries@plymouthwoodturners.org.uk or write to us at Plymouth Woodturners, Pilgrim Church, St Levan Road, Milehouse, Plymouth, PL2 3AE, United Kingdom.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

The Committee
Plymouth Woodturners
16th May 2018