



## **NEW FOREST GUILD OF WEAVERS SPINNERS AND DYERS**

### **GENERAL DATA PROTECTION REGULATION: PRIVACY STATEMENT**

#### **WHAT INFORMATION DO WE COLLECT?**

The Guild collects personal details of members, as members provide it themselves on payment of their subscriptions. This includes name, address, telephone numbers, email addresses. The information is collected for the purpose of running the organisation and to enable communication between members.

#### **HOW DO WE STORE THE INFORMATION?**

The information is stored electronically and on paper records for the year in which the current membership subscription has been paid and for one subsequent year after that, in case of queries over payment. The guild does not store details of bank accounts.

#### **WHAT DO WE DO WITH THE INFORMATION?**

Officers of the Guild use the information to communicate with members individually or jointly e.g. to make arrangements that are necessary for the running of the Guild, to send out notices, to send out newsletters. A list of members and their contact details is circulated to all members unless they have opted out via the Membership Subscription form. The Guild will not pass on personal details to other organisations.

#### **HOW CAN YOU SEE THE RECORDS THE GUILD HOLDS ON YOU?**

You can view, amend or request deletion of the information the Guild holds about you by contacting the Secretary at the new Forest Guild of Weavers, Spinners and Dyers via the web site.

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