Data Protection, Privacy and Records Management Policy

In order to contact you and to carry out the objects of the local association we record the following information:

- Your title, name, telephone number, email address and home address.
- Details of your fee payments and any benefits accruing to you.
- Other information that you provide relating to your personal circumstances.

We use the information to inform you of our activities and to record financial transactions. Members of the association are members of the Royal Scottish Country Dance Society (RSCDS). We share membership information with the Society for administrative purposes and act as their data processor.

Under UK Data Protection legislation, we have a legitimate interest in processing the information that you have provided. You can withdraw your consent to our handling of your data by contacting the Secretary. Withdrawal of a consent may restrict our ability to administer your membership.

Photographs or video taken at our activities and events may be used to illustrate our website or our publications or for promotional purposes. If you do not want your image or the image of a child or other person for whom you are responsible to be recorded, you can register your objection by contacting the Secretary.

Your information is held securely on our email account database, on our website database and by the association's officers and teachers, as necessary, for the purpose of carrying out our objects. In the event of a data breach, we will inform the Information Commissioner's Office and act in accordance with the good practice recommendations of the ICO.

We keep your contact information for three years after your last participation or expression of interest in our activities. We will dispose of your information in a secure manner. Records relating to attendance at activities or events, financial records, correspondence and those arising from the application of our policies will be retained for six years; or longer if there is a statutory or legal requirement. Relevant policies are accessible on our website. Deletion of your information by the association does not guarantee deletion of information held by the RSCDS where the Society is the data controller.

You have the right to ask for copies of your personal information and to the rectification of inaccurate or incomplete information. You may object to the processing of that information, ask to see it, or ask us to restrict its use or to erase it.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. If you wish to make a request, contact the Secretary at: contact@rscds-newcastle.org

You may raise a complaint with the Information Commissioner's Office: https://ico.org.uk