

Privacy Notice

London Guild of Weavers, Spinners and Dyers.

General Privacy Notice.

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from data (for example a name, photographs, videos, email address or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the UK General Data Protection Regulation (Regulation (EU) (2016/679) (“UK/GDPR”) and the Data Protection Act 2018 (‘the Act’)

Who are we?

This Privacy Notice is provided to you by the London Guild of Weavers, Spinners and Dyers which is the data controller for your data. We are a voluntary organisation with no employees but a number of people who fulfil roles within the Guild, these include but are not limited to

- membership secretary
- finance officer
- librarian
- convener of interest groups
- editor of Warp and Weft
- organiser of speakers and training courses.

Each of these people are joint data controllers as they may need access to your data in order to provide the services of the guild to its members. This means that we are all responsible to you for how we process your data.

In the rest of this Privacy Notice we use the word “we” to refer to anyone in the Guild who is fulfilling a role on behalf of the Guild.

What data do the data controllers listed above process? They will process some or all of the following where necessary to perform their tasks:

- names, titles, aliases
- contact details such as email addresses, phone numbers or addresses.
- Where relevant to the work of the Guild and you have provided them information such as your interests (eg, weaving, dyeing etc). Academic qualification or professional training.

Where you pay your Guild membership, or other financial transactions identifiers such as bank account numbers, payment card numbers payment/transaction identifiers etc.

How do we process your personal data?

The data controllers will comply with their legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that your personal data is protected.

We use your personal data for some or all of the following purposes:

- to enable us to meet any legal or statutory obligations
- to carry out any safeguarding procedures including due diligence and complaints handling
- to inform you of meetings of the Guild, or its interest groups, and to administer meetings and interest groups.
- to provide you with a copy of Warp and Weft and other communications which might be of interest to you
- to administer the Guild and maintain its accounts and records
- to process any payments from you
- to seek your views or comments
- to enable us to provide a Guild service for the benefit of the public as specified in our constitution
- to maintain a historic record of Guild membership for potential future research

What is the legal basis for processing your personal data?

We are a voluntary membership organisation and data is processed because it is necessary in order for us to provide a service to our members.

Sharing your personal data

Your data will not be shared outside of the Guild without your permission. Your personal data will be treated as strictly confidential. It will only be shared where is necessary for the provision of Guild services to you (eg with specific interest group leaders) or where you first give us your prior consent.

In particular we have a password protected area of our website where contact details are shared with other members. There is an option on the membership form to have your details on this area. You are free to change your option at any point and have your data either included or deleted according to your preference.

We maintain a historic database of members of the Guild as we believe this might be of interest in future research, for instance if a book or a paper were to be authored about the

work of the Guild. You are free to request that your information is not included in this historic record.

How long do we keep your data?

We will endeavour to keep data only for as long as we need it, other than the historic list of members. It is current best practice to keep financial records for 7 years. We will delete other data when it is no longer needed.

Your rights and your personal data.

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access information we hold on you.
 - At any point you can contact us to request the information we hold on your as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.
2. The right to correct and update the information we hold on you,
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
3. The right to have your information erased
 - If you feel that we should no longer be using your data or that we are illegally using your data you can request that we erase the data we hold.
 - When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be (for instance we need to retain it for regulatory reasons).
 - NB. Exercising this right will necessarily end your membership of the Guild.
4. The right to withdraw your consent to the processing at any time for any processing of data for which consent was sought.
 - you can withdraw your consent by email to members of the Guild committee. Email addresses are on the website.
5. The right to object to the processing of personal data where applicable.
6. The right to lodge a complaint with the Information Commissioner's Office.

Transfer of Data Abroad.

Any electronic personal data transferred to other countries or territories outside the EEA will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for instance if you place a sale advert, or in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new notice explaining this 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.

Contact details.

The email address of officers of the Guild is on the Guild website.

<https://londonguildofweavers.org.uk>

You can contact the Information Commissioners Office on 0303 123 1113 or via their website

<https://ico.org.uk/for-the-public/>