

Privacy Notice for RSCDS Glasgow Branch



The RSCDS Glasgow Branch takes your privacy seriously. We are a 'controller' (in terms of the Data Protection Regulations) of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who we share it with. It also explains your legal rights as a data subject and how to exercise them.

1) What information we require from you

When you become a member of the RSCDS Glasgow Branch you also become a member of the Society (12, Coates Crescent, Edinburgh, EH3 7AF), a worldwide organisation for Scottish Country Dancing. At this time we will ask you to provide some or all of the following information:

- Essential - Personal Contact details – your name, address, email and phone number.
This information is shared with the Society (see section 3)
- Essential - Payment details for your membership fee (note that details are not retained after payment has been processed)
- Recommended - Contact details of nominated person / next of kin in the event of an emergency at a class, dance or event
- Optional - Participation details – classes or events you may wish to attend

We require the essential elements to process and maintain your membership of the RSCDS Glasgow Branch.

2) Why we collect your personal information

The RSCDS has lawful basis under the Data Protection Regulations to process your personal information, so that we can manage your relationship with us, administer your membership and provide you with all relevant services. Such personal information will only be used for this purpose. We may use your personal information to:

- Provide you with core member services such as the Branch Newsletter and occasional news updates via email or postal services
- Contact you to confirm your membership and notify you when annual membership is due for renewal
- Enable you to attend Branch classes at a reduced rate
- Respond to your enquiries, requests for information and comments
- Investigate any questions, complaints, concerns or allegations (Safeguarding).
- Support the needs of our members who may be considered vulnerable (Safeguarding).

We may from time to time, ask you if we can process your personal information for other purposes. Where we do so, this will only be with your consent and we will provide you with an additional privacy notice explaining how we will use your information.

3) Whom we share your personal information with

When we register your membership with the Society we pass on your personal data and the Society also becomes a 'controller' of your personal data. The Society can provide you with full details of how it will use your personal information. This information is set out within the Society's own Privacy Notice - <https://rscds.org/legals-privacy-cookies>.

We may also share your personal information with RSCDS Glasgow Branch, Teachers, Organisers and Event Organisers for managing your attendance at Branch classes, events or dances.

In addition, we may share your personal information with professional and legal advisors for the purpose of obtaining advice.

4) How we protect your personal information

We take the security of your personal information seriously. Your personal information will only be accessed by our Membership Secretary and one or two appropriate Office Bearers such as, Branch Chair and Secretary and only for the purposes set out above.

Your information is stored on computers which are password protected. Any personal information transferred to the Society is done so by inputting directly into a password protected database or emailed via a password protected spreadsheet.

5) How long we keep your personal information

RSCDS Glasgow Branch will only keep your personal information for as long as necessary to provide you with membership services. When membership ceases, all personal information shall be deleted from the RSCDS Glasgow Branch databases within 13 months of cessation of your membership.

Members should note that personal information will also be held separately and securely by the Society for a specific period of time after membership of the Society ceases. Full details of their Privacy Policy are to be found on the Society website or can be obtained in writing (RSCDS, 12 Coates Crescent, Edinburgh EH3 7AF). Correspondents will require details of their membership numbers. It is recommended that members familiarise themselves of the contents of the Society Privacy Policy.

Please note that all personal information held by the Society is done so for 7 years from your last contact with them.

6) You have a right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes
- Request that we correct your personal data if you believe it is inaccurate or incomplete
- Request that we delete your personal information
- Access the personal data that we hold about you through a "Subject Access Request"

Requests for RSCDS Glasgow Branch changes can be made to the Membership Secretary at membership@rscdsglasgow.org

Requests for Society changes can be made to info@RSCDS.org

If you are dissatisfied with any aspect of the way that RSCDS Glasgow Branch retains and uses your personal data, you have a right to raise a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk