

## **Our data protection policy for STFC (the Somers Traditional Folk Club)**

All organisations, however small, need to be compliant with the new data protection regulations coming into force 25 May 2018.

As we collect data about people, (e.g. names and addresses of STFC members), we will need to be able to prove to the Information Commissioner that we handle that data safely and correctly.

- People have to opt in to remain on the mailing list
- We may not be able to communicate with you after 25 May 2018 if you have not already given us your permission to do so !

STFC may update data policies by posting a new version on this website.

You should check this page occasionally to ensure you are familiar with any changes.

### **STFC - Privacy Statement**

#### **STFC collects data from its members, and from non-members, with their consent.**

The data collected is normally restricted to names, postal addresses, telephone numbers, and e-mail addresses.

This data is only kept as long as necessary and is deleted when no longer required (such as when a member leaves STFC) or when the person listed requests that it is deleted.

All those listed are entitled to see the data held about them upon request and to ask for amendments to be made.

#### **The data is held securely by the STFC organising committee, whose names appear on the Club's website.**

The STFC organising committee make use of the data, and take all reasonable precautions to protect it from loss or misuse. Any security breach will be reported promptly to those affected.

#### **Master lists of the contact details for those listed are maintained by the STFC organising committee.**

Information from this list is used to prepare a mailing list for contacting those listed when necessary.

#### **For those who have given email details:**

#### **names & emails held by the STFC organising committee may also be held on the servers of the MailChimp communications organisation where it is used for directing bulk e-mails to members.**

Only names & emails are kept on MailChimp - not addresses, not telephone numbers.

These servers are secure, and the MailChimp list is maintained by the STFC organising committee who are the only people authorised to access the files.

Those listed are able to unsubscribe.

#### **No information is shared with any other organisation**

Communications with those listed do not reveal the personal details of members, other than officers or others who have specifically given permission for their personal data to be made available to others for activities related to **STFC** objectives.

#### **This statement will be updated if necessary and those on our mailing lists informed.**

A current copy of the statement will be kept on this website.

### **STFC - Data Protection Policy**

#### **• Introduction**

STFC needs to collect and use certain types of information about its members, and non-members, in order to carry out its work on their behalf. This personal information must be collected and dealt with appropriately whether it is collected on paper, stored in a computer database, or recorded on other material and there are safeguards to ensure this under the Data Protection Act 1998, and as amended by future legislation and regulations.

#### **• Data Controller**

STFC, through its officers, is the Data Controller under the Act, which means that it determines the purposes for which personal information held will be used. It is also responsible for notifying, if necessary, the Information Commissioner of the data it holds or is likely to hold, and the general purposes that this data will be used for.

#### **• Disclosure**

STFC does not share data with other agencies. It is conceivable that there may be circumstances where the law may require **STFC** to disclose information to an official body.

#### **• Data Collection**

STFC will ensure that any individual providing information does so with explicit, written consent, based on a clear understanding of STFC's need for the data and the uses to which it will be put.

#### **• Data Storage**

Information and records relating to members, and non-member advertisers, will be stored securely and will only be accessible to authorised persons for the purposes set out above and in our Privacy Policy.

#### **• Access and Accuracy**

All members, and non-members, have the right of access to the information **STFC** holds about them. **STFC** will also take reasonable steps ensure that this information is kept up to date by asking members, at the time their annual membership is renewed, whether there have been any changes that should be reflected in the information held; and annually for others.

#### **• Additional Information**

A copy of this policy is kept on the **STFC website**, In case of any queries or questions in relation to this policy, please contact the **STFC**, email [info@somers-folk-club.org.uk](mailto:info@somers-folk-club.org.uk), or phone 01684 561378.