



PRIVACY NOTICE

What personal data does Sedgefield Arts, Recreation & Community Association (SCA) collect?

The data we routinely collect includes members' names, addresses, email addresses and dates of birth. We collect this data directly from our members when they join SCA and amend yearly if necessary. We also hold data on those who hire rooms in the Hall.

Additionally, SCA Trustees supply details of gender and ethnicity.

What is this personal data used for?

We use members' data for the administration of your membership; the communication of information, and the organisation of events.

Trustee data will be included in returns to the Charity Commission and other bodies on receipt of specific requests.

Who is your data shared with?

Your personal data is not passed on by us to organisations other than those indicated above.

Where does this data come from?

Data for most of our members comes from them when they join SCA or when they update their information. The information held by the SCA may be updated by contact with the Membership Secretary.

Data for hirers comes from completion of the hiring forms.

How is your data stored?

This information is mainly stored in digital form on computers. Any information that is stored remotely is stored by the SCA in compliance with the General Data Protection Regulation (GDPR). Paper records are held securely by the Trustee responsible.

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring SCA discharges its obligations under the GDPR is the SCA Secretary.

Who has access to your data?

Members of the Trustee Board and those members organising SCA events have access to members' data in order for them to carry out their legitimate tasks for the organisation.

What is the legal basis for collecting this data?

SCA collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation.

OR some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

How you can check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact the Secretary.

You can contact us with a "Subject Access Request" to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

Does SCA collect any "special" data?

The GDPR refers to sensitive personal data as "special categories of personal data".

We do not record any such special data, the only data we note relates to the disabilities of members who have explicitly requested it to be recorded. If you wish to change this data on your record you can do so at any time by contacting the Secretary.

How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used.

- You could become an "anonymous" member. This would involve you having a pseudonym. If you do this however, you would not be able to access any SCA membership benefits such as reduced cost room hire or attendance at members' open meetings
- You could maintain your membership with your correct name but with limited contact details. However, we do need to have at least one method of contacting you. You could for example simply maintain an up-to-date email address, but this would limit any other benefits that require a mailing address.
- You do not need to provide us with your date of birth unless you wish to enter age-limited (junior or seniors) events or gain concessions based on age.
- You may choose not to receive information emails from SCA (we do not send any out on behalf of other organisations).
- Any of these options can be implemented by contacting the Secretary.

How long we keep your data for, and why?

We normally keep members' data after they resign or their membership lapses in case they later wish to re-join. However, we will delete any former member's contact details entirely on request. Other data, such as that relating to accounting or personnel matters, is kept for the legally required period, in accordance with the Statute of Limitations.

What happens if a member dies?

We normally keep members' information after they die. If requested by their next-of-kin to delete it we will do so on the same basis as when requested to remove data by a former member.