

Devon Guild of Weavers, Spinners & Dyers
Please read this

Data Protection Act - Policy Statement

Key Terms:

Data Controller – Anybody (person or organisation) who decides what personal data to collect and how to process it.

Data Subject – Any living person about whom you collect, hold or use personal information.

Data Protection Officer – The person in your organisation who makes sure you comply with the Data Protection Act 1998.

Data Processing – From the moment someone's details are taken to the moment their file is finally shredded or deleted, data about them is being 'processed'.

Personal Data – Any information about a living person could be personal data, from name and phone number to family history or financial details.

- The Chair will take responsibility as "The Data Protection Officer", unless or until this is confirmed as a separate permanent post within the committee (to include duties of membership secretary / Data controller).
- Each member will supply, upon renewing membership, up-to-date details as follows: Name, Postal address, Telephone number, Email address. This information will be available to the Chair, Membership Secretary and the Treasurer **only**, and will be used for purposes of emergency contact only.
- The information supplied by each member will be re-checked at - or by post immediately after - the AGM, by means of an "address details re-check" slip, to be signed and returned to the Data Controller.
- All data will be kept as a single data file: one software copy held by the membership secretary, two paper copies held by the Chair and Treasurer. Each stored securely. A circulated list of members will contain details of **only** those members who have clearly expressed the wish to be included in such a list (but **will** list all members' names).
- The members of the Guild will comply with the following requirements: Only paid-up members are allowed to use the circulated list data (unless to a friend or colleague in another context), and only for Guild purposes.
- Ex-members must destroy all Guild data lists; current members must destroy out-dated lists.
- **No** data may be quoted to anyone not a member of the Guild. Data lists may not be shown to, lent to nor accessed by a non-member.
- All data of members known to be inaccurate or in need of amending will be edited on the stored data lists and verbally given out at the next business meeting, **if permission is given by the member to do so.**
- This policy statement will form part of the notes given to new members, and will appear at the top of the "address details re-check" slip given out at each AGM.
- This policy will be re-addressed at each AGM for any necessary revisions, legislation changes and changes of responsibility within the Guild.

PLEASE DETACH THIS SHEET



Devon Guild of Weavers, Spinners and Dyers

MEMBERSHIP RENEWAL FORM

I enclose my Membership Subscription for 2017

- Full Member £25.00
- Full Joint £40.00
- Associate Member £12.50
(plus £2.00 at each meeting)
- Junior £10.00
- Student £10.00

Journal Subscription

- Collected £16.00

Willing to provide cake for refreshments? Yes / No
Please note that all members, if able, are expected to help serve refreshments on a rota basis

Mr/Mrs/Miss/Ms/ Other

First Name Surname

Address (if changed)

Post Code Tel No

E-Mail

In future the DGWSD newsletter will be sent out via email. If you do not have a suitable computer/printer and want to receive a paper copy, please tick this box.

Please tick to indicate that you understand and accept these details are required for membership

Please tick to indicate permission to include in a details list circulated within Guild.

Please tick to indicate that others sharing these details (partners, spouses, etc.) have been notified of the above two points.

Signed Date

Please make cheques payable to:

Devon Guild of Weavers, Spinners and Dyers Membership Secretary: Sue Clowney, Jennings Farm, Clayhidon, Cullompton, Devon EX15 3TH.