

## NORTHERN CERAMIC SOCIETY – DATA PROTECTION POLICY

Preservation of members' privacy is important to the Northern Ceramic Society (NCS). Accordingly, the NCS has issued this policy statement to inform members how we use and protect the personal information which they have provided to us ('personal data').

NB: This statement is for members' information and members are not required to take any action. This statement is dated 13 June 2018.

### 1 Data Protection Legislation

The NCS will comply with the current Regulations governing the protection of personal data, i.e. the General Data Protection Regulations (GDPR) which came into force on 25th May 2018, and the Privacy and Electronic Communication Regulations (updated 2016).

### 2 Collection of data

The NCS collects the following personal data which members may provide to us:

- name and postal address, and (if given) phone number and email address;
- data in connection with a banker's standing order;
- information in connection with a Gift Aid donation.

### 3 Use of data

The NCS uses members' personal data for the following purposes which are undertaken to fulfil our contract with the membership or for legitimate interests, i.e. administration of the NCS:

- delivery to members of NCS publications, including the Newsletter and Journal and other printed news and information about NCS activities;
- collection of subscriptions and administration of the membership list;
- maintenance of the NCS accounts and records;
- processing Gift Aid applications.

### 4 Emails

The NCS uses members' personal data to send out information and news by email but only to those members who have indicated to us their consent to receive such emails.

## 5 Cookies and Online Identifiers

On the NCS website we use cookies to collect usage statistics to help improve our service. Further information can be found on the NCS website at [www.northernceramicsociety.org](http://www.northernceramicsociety.org) under the heading 'Privacy Policy'.

## 6 Disclosure of data

The NCS will not disclose members' personal data to any third party except:

where this is required by law or is necessary in connection with legal proceedings; or

where this is required for routine administrative purposes in connection with NCS meetings and seminars.

## 7 Security of data

The NCS employs measures to keep members' data safe and to prevent unauthorised access to, or use or disclosure of, personal information.

## 8 Members' rights

Members have the following rights with regard to their personal data held by the NCS:

to request a copy of their data;

to have inaccurate data corrected;

to require us to delete their data, or part of their data, from our records.

## 9 Keeping data up-to-date

The NCS will ensure that personal data is kept accurate and up-to-date as far as is reasonably possible, but for this purpose we rely on members to inform us of any changes to the information they have provided to us.

## 10 How long data is stored

The NCS will only use and store information for so long as it is required for the purposes for which it was collected.

## 11 Contact Person

To exercise all relevant rights, to raise queries or make complaints with regard to personal data please in the first instance contact the NCS Secretary (name and contact details in the current Newsletter).