

# Privacy notice for RSCDS Glasgow Branch



The RSCDS Glasgow Branch takes your privacy seriously. We are a “controller” (in terms of Data Protection) 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 it is shared with. It also explains your legal rights as a data subject and how to exercise them.

## What we need from you

When you become a member of the RSCDS Glasgow Branch or renew your membership we may ask you for some or all of the following personal information:

- Contact details – e.g. name, address, email address and phone number
- Participation details – classes you attend
- Payment details of membership fee

If you do not provide us with all of the personal information that we need this may affect our ability to offer you our membership services and benefits.

## Why we need your personal information – contractual purposes

We need to collect our members’ personal information so that we can manage your relationship with us. We may use our members’ personal information to:

- Provide you with core member services, e.g. Newsletters including confirmation of membership and end of year renewal.
- Enable you to access our classes at a reduced rate
- Register your membership with RSCDS HQ, the world wide body for Scottish Country Dancing to provide you with their magazine and other benefits they offer to RSCDS Branch Members.

## Why we need your personal information – legitimate purposes

We also process our members’ personal information in pursuit of our legitimate interests to:

- Provide you with news and updates through our Newsletters and very occasional email.
- Respond to and investigate your questions, comments, support needs, complaints, concerns or allegations.

## Other uses of your personal information

We may ask you if we can process your personal information for other purposes. Where we do so, we will provide you with an additional privacy notice explaining how we will use your information for these purposes.

## Who we share your personal information with

When we register your membership with RSCDS HQ we pass on your personal data and RSCDS HQ become a controller of your personal data. RSCDS HQ can provide full details of how it uses your personal data in its own privacy notice and will not use it for any other purpose.

We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

## Third party suppliers with access to members’ personal data

RSCDS Glasgow Branch may use third party suppliers to provide services. These suppliers may process personal data on our behalf as “processors” and are subject to contractual conditions to only process that personal information under our instructions and protect it. In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.

## How we protect your personal information

Your personal information is accessed by our Membership Secretary and some Office Bearers, e.g. Treasurer or Secretary in specific circumstances only for the purposes set out above. It is stored on computer and password protected. Your personal data is transferred to RSCDS HQ by inputting it directly into a password-protected database or emailed via a password-protected spreadsheet.

## How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with membership services.

## 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”.

You can contact us via the Membership Secretary: [membership@rscdsglasgow.org](mailto:membership@rscdsglasgow.org).

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)