

# **The Beadworkers Guild Data Protection Policy**

## **1. What information do we hold?**

We keep the following information about each member:

Name and address  
Telephone number (if provided)  
Email address (if provided)  
Gift Aid declaration (if relevant)

In addition, for members who pay their subscription by Direct Debit, details of the initial bank account used to set the DD up on the membership form but we do not have details of subsequent changes to bank accounts.

In addition, for members who pay their subscription using debit/credit card through the office (ie not through the website shop) we receive their card details. Once a payment has been processed, the security details are destroyed, though the card number itself is left on the membership form.

In addition, for young members, their date of birth.

## **2. Why do we hold it and how do we use it?**

The address information is held in order to provide each member with their quarterly Journal. To this end, the information is made available to the printers of our Journal each quarter. It is not held by them beyond two or three days after the despatch of the Journal.

The email information is also used to send an email newsletter each quarter. To this end, it is provided to the newsletter service each quarter. It is held by them for up to 30 days after the newsletter has been circulated to allow for correction to addresses.

The email information is also used to let members know of our attendance at forthcoming shows in their area, to encourage their participation.

The information is only used by these organisations for the stated purpose and is not used for marketing or other unspecified purposes.

The contact information (address and email) is also used to enable contact between members in their area by the provision, on request, of a list of members by county. The information is only made available if the member has specifically agreed to their information being included in such a list.

The names and addresses of members who have signed a Gift Aid declaration are provided to HM Revenue and Customs as part of the annual gift aid claim.

### **3. Who can a member contact to access the information we hold and how can they ask us to rectify any errors?**

Members can contact us by telephone on 07837 649712, by email to [enquiries@beadworkersguild.org.uk](mailto:enquiries@beadworkersguild.org.uk), or by post to 4 Honor Oak Road, London, SE23 3SF. This information is included in every Journal sent to them and is also available on the Guild's website at [www.beadworkersguild.org.uk](http://www.beadworkersguild.org.uk) from where there is also a contact link.

### **4. How can a member ask us to restrict the use of, or delete, their data (but with the provision that some data must be kept for legal/accounting reasons so couldn't be deleted just on request)?**

A member can at any time ask for their contact information not to be made available to other members either by post, email, telephone or through the website.

A member can also ask us not to send them the quarterly email newsletter by using the unsubscribe facility provided with the newsletter.

We are required by HM Revenue & Customs to keep tax records (including details of membership income, Gift Aid declarations and records) until 6 years after the end of the accounting period they relate to. Gift Aid declarations (with name and address information) must be retained 6 years from the date of the last donation. Further information is available at <https://www.gov.uk/claim-gift-aid>.