

Northwich Folk Club Data Privacy Policy

In accordance with the GDPR (General Data Protection Regulation), the following document describes what personal data Northwich Folk Club (NFC) holds, how it is used, and how it may be amended or deleted. .

What personal data does NFC collect?

The data we routinely collect includes members' names, addresses telephone numbers and email addresses. We collect this data directly from our members when they join the club or renew their membership.

We also collect names and email addresses of non-members who subscribe to our email bulletin (subscribing non-members).

What is this personal data used for?

We use members' data for the administration of membership and events, and notification of upcoming events and/or club news. We use subscribing non-members' data for notification of upcoming events and/or club news.

Who is your data shared with?

We do not share your data with any third parties.

Where does this data come from?

Data for our members comes from them when they join NFC or when they update their information.

Data for subscribing non-members comes from when they give the data to a Committee Member, requesting to be placed on our mailing list.

You can change this permission on request to any Committee Member, or unsubscribe from the mailing list by clicking on the appropriate button on a mailshot email. Committee Members and contact details are listed on our website northwichfolk.co.uk.

How is your data stored?

This information is mainly stored in digital form on computers and in the form of written documents stored by the Club Committee Members.

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

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The Committee are jointly responsible for ensuring NFC discharges its obligations under the GDPR. Queries should in the first instance be addressed to Nick Tysoe (webcol@northwichfolk.co.uk).

Who has access to your data?

Members of the Committee of NFC have access to members' data in order for them to carry out their legitimate tasks for the organisation.

Sub-contractors of NFC may be given access to data for specific tasks, such as sending mailings. They are not free to use it for any other purpose.

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What is the legal basis for collecting this data?

NFC collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation. Our lawful basis for processing is "consent".

How you can check what data we have about you?

If you want to see the data we hold about you, you should contact Nick Tysoe.

Does NFC 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.

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

You should contact Nick Tysoe.

How long do we keep your data for, and why?

We normally keep members' data for a limited time after they resign or their membership lapses, in case they later wish to re-join. Our membership renewal date is 1st January. If a member has not renewed by the AGM in April, it will be assumed they do not wish to renew and their data will be deleted. However, we will delete any former member's contact details immediately on request.

What happens if a member dies?

Data will normally be deleted on the death of a member or subscribing non-member.

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