

New Moon Morris

DATA PRIVACY POLICY

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about members, and how we use it, and how we keep it secure, and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and we shall explain procedures when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice, to comply with the law, but amendments will not be made retrospectively.
- 1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, the committee will be the 'controller' of all personal data we hold about you.

2. Who we are

- 2.1 We are New Moon Morris (herein referred to as the 'side'). We meet on Tuesday evenings, 8.15 pm – 10.15 pm at Pitstone Town Hall, Buckinghamshire. We can be contacted through our website www.newmoonmorris.co.uk or Facebook page.

3. What information we collect and why

Type of information	Purposes	Legal basis of processing
Names, e-mail addresses, telephone numbers, ages; all kept on password protected devices.	Managing membership and communicating with members, other sides and other stakeholders.	For the purposes of our legitimate interests in the operation of the side according to our constitution.
Photographs, documents and videos of side activities.	For publicising the side and for specified use of individual members. To provide a library of music and dances for member's use.	We obtain the member's consent, in perpetuity, when they first join New Moon Morris. Other contributors consent obtained at time of giving to the side.
Bank account details of some third party stakeholders; all kept on password protected devices.	For making payments.	For running the side's activities.
Tabulated information showing first names and dance positions; held on password protected devices and paper copy.	To effectively run performances.	To enable effective public performances.

4. How we protect your personnel data?

- 4.1 We will not transfer your personal data outside of New Moon Morris without your consent.
- 4.2 Note that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.3 E-mails should NEVER be forwarded without the express permission of the original sender.

5. Who else has access to the information you provide us?

- 5.1 We will never sell or share your personal data without your prior consent (which you are free to withhold), except where required to do so by law.

6. How long do we keep your information?

- 6.1 We will hold your personal data for long as you are a member of the side. Contact information only will be held for past members at their request, until advised otherwise.
- 6.2 We securely destroy all information once we have used it and no longer require it.

7. Your rights

7.1 You have the following rights under the GDPR:

- a) To access your personal data
- b) To be provided with information about how your personal data is processed
- c) To have your personal data corrected
- d) To have your personal data is erased in certain circumstances
- e) To object to or restrict how your personal data is processed.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Squire, who is our data protection officer, via our website.