

Dirleton Village Association
(Registered Charity No SC017163)
General Data Protection Regulation (GDPR)
Privacy Policy

The General Data Protection Regulation, which took effect on 25 May 2018, introduces new and more stringent requirements for charities and other bodies to be explicit about their retention of individuals' personal information and prevents them from holding or processing such information without lawful grounds. The office-bearers and committee of the Dirleton Village Association ("the DVA") have approved this privacy policy pursuant its legal obligations under the Regulation and other relevant laws.

Undertaking of the Association's office-bearers and committee

The DVA's office-bearers and committee believe that they have a legitimate interest in the holding, processing and sharing of the personal information of the DVA's members in the manner set out in this policy in pursuance of its charitable purposes and in view of its administrative processes and also its members continuing to pay the annual membership subscription. Such legitimate interests are recognised as lawful grounds for the holding and processing of data. The DVA's office-bearers and committee undertake that the personal information of its members will be held and processed only as is necessary for the purposes of the legitimate interests pursued by it and in accordance with this policy.

Definitions of 'members', 'member' and 'personal information'

The expression 'members' or 'member' for this purpose includes those who have asked previously to be recognised as members and who have paid or are liable to pay the annual membership subscription fee. The expression 'personal information' in this regard includes: the member's name; contact details including postal address, subscription billing address and/or correspondence address if different; email address and telephone number or numbers; matters relating to the member's status, such as currency, joining date, and membership number; matters relating to the member's payment or non-payment of the annual membership subscription fee; and matters relating to their attendance at the DVA's meetings and other events, such as registration and attendance.

Collection of members' personal information

A member's personal information is collected through that member's completion and submission of the membership application form or form of renewal of membership and any event registration forms, and/or through any additional correspondence between members and the DVA's office-bearers and committee. Copies of correspondence between members and the office-bearers, committee members and third parties working on the DVA's behalf will be or may be retained and may also be shared with other office-bearers or committee members. Communication with any member by the DVA's office bearers and committee members or third parties working on their behalf will typically be by post, hand delivery or email to the member's nominated postal or email address or through the member's agent upon request. Requests for communication by a different channel will be honoured wherever reasonably practicable.

Sharing of members' personal information with third parties

The DVA will not share members' personal information with any third parties without the express agreement of the member or members concerned.

Members' rights relating to their personal information

Members have the right to ask for a copy of the personal information held in relation to them or to correct that information at any time. Complaints or queries about data handling or breaches of privacy as well as any members' request for rectification or deletion of or access to their personal data should in the first instance be directed to the DVA's Membership Secretary, who will normally take steps to address the communication within one calendar month.

Those who, for reasons related to a disability, require this statement in a different format should contact the Association's Membership Secretary to discuss their requirements.

July 2018