



# St John's Scottish Country Dancing Club

## Privacy Policy

### Definitions

St John's Scottish Country Dancing Club is referred to in this Policy as the "Club".  
The "data subjects" are:

- 1) Individuals who are members of the Club.
- 2) Non-members who often attend the Club.
- 3) Children who attend the Children's Class section of the Club.
- 4) Relatives and carers who routinely bring children to the Children's Class.
- 5) Others outside the club who may be interested in Club events and news.

### Information stored

The information stored regarding data subjects will be limited to that which is a "Legitimate Need", consisting of not more than name, address, telephone number and email address.

In the case of children in the children's class the data will also include age and any dancing exams or certificates achieved.

### How we keep information secure

The data on adults will be stored securely and accessible via password.  
Only Committee members will have access to the password. Should a Committee member step down then the password will be changed.

The data on children in the children's class is to be stored securely by the registered teacher of the children's class.

### How we use the information

- 1) To advise data subjects of Club events and news and events organised by other Scottish Dancing organisations.
- 2) To communicate privately with individuals or small groups, such as the Club's committee on specific topics.

NB Communications regarding the Children's Class will only be made via the children's relatives/carers.

### Who might we share it with

None of the information stored will be provided to 3<sup>rd</sup> parties.

### **How long will we store the information**

#### 1) Club attendees:

If an individual ceases to attend the Club then they will be asked if they want to still be contacted about Club events and news and events organised by other Scottish Dancing organisations. NB in the case of the Children's Class, this applies to the relatives/carers.

If there is no response for 30 days or the response is negative, their information will be deleted.

If the response is positive, they will continue to receive communications as if they were still a member.

#### 2) Others outside the Club:

Where such a data subject no longer wishes to receive communications, their information will be deleted upon request within 30 days.

#### 3) Death of a data subject:

Upon being informed of the death of a data subject, their information will be deleted.

### **Rights of data subjects**

Upon request to any Club officer:

The option to view/amend/delete any or all of their information.

### **Publication**

This policy will be freely given to anybody who asks to see it.

A reference to how to obtain this policy will be placed permanently on the Club's notice board.