

SOMPTING VILLAGE MORRIS PRIVACY POLICY – JULY 2020

*The Sompting Village Morris Privacy Policy and Membership Records are maintained by –
The Bag, Sompting Village Morris – contactable at bag@somptingvillagemorris.org.uk*

Definitions - In this document:

- SVM - Sompting Village Morris
- We/Us - refers to the Sompting Village Morris dance group
- A member - a member of Sompting Village Morris whose name is listed on the Membership Register.
- You - refers to a member of Sompting Village Morris
- GDPR - General Data Protection Regulations 25/5/18
- JMO - The Joint Morris Organisation, which is a national association of Morris dancing teams.
- ICO - The Information Commissioners' Office
- Broadcast - refers to communications regarding matters of general interest to our membership. These may include items which have been requested by a member or members.

1. Personal Data

- SVM intends that personal data provided by members, for whatever purpose, will be kept securely and shared only in pursuit of legitimate objectives, in accordance with GDPR regulations.
- The lawful bases under which we process your data are: –
 - Consent
 - The legitimate interests of the organisation
- Members of Sompting Village Morris are required to accept the terms of this Privacy policy by signing and completing a "Contact/ Consent form" form, either on paper or by email.

2. Members are requested to provide the following personal data: -

CONTACT INFORMATION

(a) Name	Required information
(b) Email address(es) (for SVM members who hold an email address)	Required information
(c) Telephone number(s) –	Required information
(d) Postal address –	Optional information

- You may supply us with up to two telephone numbers and two email addresses for each contact.
- We may send notices and/or broadcasts to any postal/email address supplied.
- You are responsible for maintaining the validity of any data supplied.
- Members' names are recorded in the Membership Register; subscription register; address lists; event ticklists; attendance register; and in the agendas and minutes of the AGM and of other meetings.
- The contact information you provide will be shared with the SVM committee, for the purposes of administration and communication within the SVM dancing and performance teams.

OTHER INFORMATION

Approximate Date of birth:

- If you have requested Personal Accident Insurance, the SVM Treasurer will share your name, and age on a specific date, with the JMO Personal Injury insurance provider, in order to register you for Personal Injury Insurance.

- The Treasurer will contact you directly to obtain this information.
- For the purposes of obtaining Personal Injury Insurance cover on your behalf, your name and approximate date of birth will be shared with the SVM Treasurer only within the SVM team..
- You must explicitly consent to share this information, in order to be covered for personal injury insurance.

Emergency contact details and details of any allergies or important medical conditions.

- If you agree to provide this information, it will be shared with Committee members only, and used for Health and Safety purposes.
- SVM reserves the right to pass this information on to first-aiders or to emergency-service/medical personnel, if deemed necessary.

3. SVM members' contact data will be used for:-

• **EMAIL ADDRESS/ES**

These are required for communication with, and advice to members regarding:- planned dance-events; SVM meetings; AGM notifications; Morris Federation newsletters; and for any other matters which need to be brought to members' attention.

• **TELEPHONE NUMBERS**

These are required for:- urgent communication with members; if email contact is unavailable (including the emergency-contact list); notification of late changes to event arrangements; issues when travelling to performance events either in the UK or abroad.

• **POSTAL ADDRESSES**

Provision of your postal address is optional in most cases.

This information is useful for:- facilitating car-sharing; for identification of SVM activities taking place at individual members' addresses; for locating any SVM kit or equipment stored in the homes of SVM members.

However, it is obligatory for the following members to provide details of their postal address, email address and telephone no. to the SVM committee:-

- Members who are signatories to any of the SVM Bank accounts, or who are at any time in possession of any monies held on behalf of SVM.
- Members who store in their homes any kit or equipment which is the property of SVM.

4. Explicit consent - You must explicitly provide your consent to:-

- Consenting to the use of photos and videos being published on the SVM website, and being used for publicity and advertising purposes, in the public domain, for:-
 - Yourself
 - Any under-16 year-olds who perform with SVM, and for whom you are the legal carer.
- In addition you may consent to share all/or some of your contact information (email address/telephone nos./postal address) with all other members of SVM.

5. Sharing your data with SVM team members

- SVM committee members will have access to members' contact details, medical information and emergency contact information which members have provided.
- Members who consent to share contact data with other SVM members, will be able to see the contact information of those SVM members who have given similar consent.
- Members who do not consent to share data will be unable to see the contact data of other members.

- This does not preclude members from maintaining their own contact lists of fellow-members, but SVM accepts no responsibility as to how this data is stored or used.
- However, the following members are required to make an email address and telephone number available to all SVM members :-

- All committee members
- Publicity officer
- Webmaster

6. Sharing your Data with a third party

- On occasions, we may request your vehicle registration details, so that your name and/or vehicle details can be shared with an external event organiser, for the purpose of admission to a performance venue.
- Your provision of this information will be deemed as a one-off consent for the specific event, and your data will not be retained.

7. Maintenance of your data records and retention of data

- During the period for which you are a member of SVM, your contact details will be held in the SVM membership register, maintained by the SVM "Bag".
- Your approximate date of birth will be kept by the SVM Treasurer only and stored in encrypted files.
- You may ask SVM at any time, by emailing "bag@somptingvillagemorris.org.uk", to inform you what details are held, in your name, in the SVM database.
- You may ask SVM at any time to alter, or to remove from this database any of your contact details, provided that we retain the minimum required for membership.
- You are able, at any time, to ask SVM to alter your preferences for the way in which your data is shared with other members of SVM.
- We may continue to publish contact details or send notices and broadcasts to supplied email addresses for a period after expiry of membership. This is to allow for the time taken to process membership renewals and to ensure continuity of communication during renewal processing.
- All information about you will be removed from SVM records by 30th April following the last season for which you were a member of SVM.
- Requests for information or for changes to details may take some time to process. We will endeavour to process these in a timely manner but at busy periods there may be a delay of up to one month.

8. Complaints

If you have any complaints about the processing or retention of your data, please contact :-

The ICO – contactable at –

<https://ico.org.uk/make-a-complaint/your-personal-information-concerns/personal-information-complaint/>
