

Privacy and Cookie Policy

Privacy Policy

We (Royal Scottish Country Dance Society Herts and Borders Branch) are committed to protecting the security of your personal information in accordance with the principles set out in the Data Protection Acts (DPA) of 1994 and 1998 and the General Data Protection Regulations 2018 (DPA 18). This policy explains how we use the personal information that you provide to us.

When and what information do we collect?

We collect information about you when you become a Branch member, join the Branch mailing list, purchase a ticket for an event, enter a Branch competition, email us with an enquiry or make other similar contacts with the Branch, unless you do not tick the box to confirm your agreement to this.

By ticking the box you are giving consent for the Branch to hold your data for legitimate purposes relating to Scottish Dancing particularly in the Herts and Borders area. You may opt out of this agreement at any time by contacting us and asking for your details to be removed.

For RSCDS members, holding your data also allows the Branch and the RSCDS to administer your membership and provide you with agreed member benefits by email or post.

The data we collect includes: your name, address, email address, telephone and mobile number, usual dance group, type of membership and details of any tickets purchased plus (optionally) information on RSCDS exams taken (or other related exams), whether you have a DBS or First Aid training. For information on how the RSCDS uses your data please refer to the RSCDS Privacy policy <https://www.rscds.org/legals-privacy-cookies>

The Branch does not request financial information such as bank account numbers and, if payments are made by cheque, does not store any bank details.

When you agree to being on the Branch mailing list, the Branch will hold your contact details securely in line with the Branch security policy.

How will we use this information about you?

The Branch and the RSCDS have a lawful basis under the General Data Protection Regulations to process information in order to administer RSCDS and Branch membership, dance / event bookings, exams, communications pertaining to Scottish Dancing or a shop order. This is because the processing is necessary in order to provide you with a service, process your order, manage your account or ensure quality monitoring. This information will only be used for those purposes. We will seek your consent if we wish to process information for any other purpose.

Will we pass this information on to others?

Information will not be shared with any other third parties for any other purpose, except where we have a lawful basis for doing so in order to fulfil a legal, contractual or safeguarding commitment.

How do we keep your information secure?

The security of member information held by the RSCDS is paramount. It can only be accessed securely by appointed officials within the Branch.

The Branch will hold member and non member information securely. It will only be accessible by appointed officials within the Branch.

The Branch uses Wix for its website and Gmail for email communication. Security of these is outside the control of the Branch, but both provide high levels of security access.

Additionally, the Branch will contact you a minimum of every three years to carry out a data cleanse and give you the opportunity to let us know if you no longer wish us to hold your personal information.

How long will we keep information?

We will only keep information about you for as long as we need to fulfil our obligations to you. The RSCDS has an internal retention policy for different categories of information depending on the legal obligations and whether there is a commercial need to retain the information, such as to help answer member account queries. After a retention period has elapsed, the data is deleted.

Other websites

Our website contain links to the websites of other organisations. This privacy policy only applies to RSCDS Herts and Borders website. When you link to other websites, you should read the privacy policies and terms and conditions relating to that website. We do not accept responsibility for your use of these external websites.

Use of Cookies on the RSCDS Herts and Borders website is covered by the Cookie Policy.

Changes to our privacy policy

We keep our privacy policy under annual review. If there is a material change that could have an effect on you, we will notify you by placing a prominent announcement on our web pages.

Your rights

You have the right to ask for a copy of the information held about you by us in our records, in return for which we may charge a small fee.

For more information about these rights, and what they mean for you, please visit: <https://ico.org.uk/for-the-public/>

If you would like to make an access request using these rights, you can do so by contacting us.

Cookie Policy

What are Cookies?

Cookies are a type of short term memory for the web. When you visit any web site, it may store or retrieve information on your browser, mostly in the form of cookies, and enable a site to 'remember' small items of information between pages or visits.

This information might be about you, your preferences or your device and is mostly used to make the site work as you expect it to. The information does not usually directly identify you.

Cookies are widely used to make the web experience more personal, which is generally seen as a positive thing. However some cookies collect data across many websites, creating 'behavioural profiles' of people. These profiles can then be used to decide what content or adverts to show you. This use of cookies for targeting in particular is what the law was designed to highlight. By requiring websites to inform and obtain consent from visitors it aims to give web users more control over their online privacy.

To find out more about cookies in general and the different types, take a look at Cookiepedia – an information resource all about cookies.

Branch Cookie Use

RSCDS Herts and Borders Branch do not actively or directly collect cookies. The only information we retain are the details that a visitor to the website has entered in the "Contact Us" section or has sent us via a completed membership form or other media.

How this information is stored and its use is covered in our Privacy Policy.

Third Party Cookie Use

Our website is hosted by and built using Wix Website Development <https://www.wix.com/> who set cookies within this website. Their Privacy Policy

<https://www.wix.com/about/privacy> should be read to understand what information they collect and how they use it.

Our email accounts are provided by Google via Google Mail <https://www.google.co.uk/> who set cookies on this website Contact page. Their Privacy Policy <https://policies.google.com/privacy?fg=1> should be read to understand what information they collect and how they use it.

Your rights in relation to personal data

You have the right to access all information held about you by us, request corrections to this data or to request it be deleted. You have the right to use any data received from us concerning you for your own purposes. You have the right to request that we restrict the processing of your information. For more details please refer to <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-restrict-processing/> .

You can exercise your rights at any time by emailing us at rscdsherts@gmail.com

Use of automated decision-making and profiling

We do not use automated decision making or profiling.

RSCDS Herts and Borders Cookie Policy Review

RSCDS Herts and Borders Branch will review its Cookie Policy bi-annually and at any other stage that it becomes evident that it needs updating or legislative changes.

If you have any concerns regarding our Cookie Policy please contact us at rscdsherts@gmail.com

Policy Ownership

This policy is owned by RSCDS Herts and Borders Branch committee.

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Next Review date: 1st April 2024