

Privacy Notice for Members

1. Who are we?

We are the Dublin Scottish Country Dance Club.

Contact details for committee members:

Secretary: secretary@dublin-scd.com

Chairman: chair@dublin-scd.com

Website Manager: webmaster@dublin-scd.com

To email all committee members, email committee@dublin-scd.com

2. What personal data do we collect and why?

- **Your Name** - for membership records
- **Your Address** - for communication and insurance
- **Your Phone Number** - for communication (e.g. in case of cancellations of a class or event)
- **Your Email Address** - to inform you of news, events, activities, class schedule
- **Your RSCDS branch** (if applicable) - for easier coordination at events
- **Photos** - for promoting the club and for archival records (no names are stated without consent)
If you see a photo of yourself on our website and would like it removed, please email the website manager.
- **Videos** - for teaching, promoting the club and for archival records (no names are stated without consent)
- **Website usage data** if you visit our club website www.dublin-scd.com. For more information, please read our cookie notice below.
- **Accounts** (e.g. attendance records and payments) are kept for one year

3. What is the legal basis for processing the data?

Our legal basis is consent and legitimate interest.

4. Who has access to the data?

In most cases, the data is only accessible to committee members (chairman, secretary, treasurer, editor of our club magazine *In Step*, website manager, teachers). We try to minimize this so that every committee member only has the data they need for their role.

In the case of an incident, your details may be shared with our insurance company.

Photos and videos are on the website and therefore public.

5. How long will we store the data?

Apart from photos and videos on the website, we will store the data for as long as you are a member. If you don't renew your membership, we keep the data for one more membership year (1st Sept - 31st Aug), unless you inform us that you would like to leave the club.

6. Your rights

- Your right to be forgotten
- Your right to withdraw consent
- Your right to access
- Your right to rectification
- Your right to restriction of processing

- Your right to data portability
- Your right to object
- Your right to lodge a complaint with a supervisory authority. In Ireland this is the Data Protection Commission, see www.dataprotection.ie.

You can read more about your rights here <http://gdprandyou.ie/gdpr-for-individuals/>.

7. How can you raise a complaint or make use of your rights?

You may contact our secretary or chairman. See 1. for contact details.

Cookie Notice

1. What do we collect?

We use cookies to collect website usage data including IP addresses, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of service use.

2. Why do we collect data?

We use the data for statistical purposes and for analysing and improving our website. We don't use this information to identify website visitors.

3. Do we share this data?

No, we don't share this information with any third party.

4. Can I opt out?

You can configure your browser settings to refuse cookies. See your browser's help site on how to do this.