



Data Protection

The Woodentops is the South East London and West Kent Branch of the British Woodcarving Association, hereafter referred to as 'The Club'.

The Club is committed to abiding by all laws and this includes the Data Protection Act 2018, which incorporates the EU General Data Protection Regulation (GDPR).

Our understanding is that under the terms of the Data Protection (Charges and Information) Regulations 2018, we are exempt for the requirement to register with the Information Commissioner (see <https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/>).

For Club members, we collect:

- Name and address
- Email address
- Telephone number
- Whether current year subscriptions and any other applicable fees have been paid

For Friends of the Club, we collect:

- Email address

We collect the above information in order to communicate with Members and Friends, including advising them of:

- Club events and activities
- Other news relevant to the work of the Club
- Information about wood carving

Our Policy for the management for personal information is that:

- Officers of the Club who may hold membership lists all have a responsibility to keep their own computers and data secure
- All lists held by Officers of the Club will be password protected
- All communications will be sent as blind copies so email addresses are not shown
- Lists will be reviewed from time to time and out of date lists will be deleted

Under data protection legislation, you have rights over how your personal data is used. These may be found on the website of the Information Commissioner, (<https://ico.org.uk/>)

Any member or friend of the Club who would like to review the data held about them by the Club, or have it amended or deleted should contact an Officer of the Club.

This privacy notice may be amended from time to time.