



# PRIVACY AND DATA PROTECTION POLICY

This Privacy and Data Protection Policy (P&DPP) replaces the WECS Privacy Statement and has been produced to reflect the General Data Protection Regulation, effective from 25 May 2018.

## ***What personal data do we collect?***

We collect your personal data (any information which identifies you or which relates to you personally) in connection with your membership requests, your event booking requests or other communication. You provide this data by filling in paper forms or forms on our website or by corresponding with us (by letter, email or phone).

We hold the following information:

- Name and (optional) title
- Postal address
- Telephone number(s) (optional)
- Email address (optional)
- Any relevant interests, expertise and experience you have chosen to tell us about (optional)
- Membership status

For our events that offer lunches, we will invite you to state any particular dietary requirements. This information may imply a physical health condition, which is classed as sensitive personal data. Nevertheless we would need this information in order to arrange appropriate food for you.

We only hold the personal data that we need.

*We do not hold your bank account details or card details.*

## ***How we use your personal data***

We use your personal data to service your membership. This includes sending you your copy of our member's magazine, WECS Wardrobe, by post. To do so we need to provide a mailing list to the printers of the magazine. This will include only your name and address.

We use your data to send you booking and membership information by email or post.

We use your data to fulfil your membership and booking requests. We will communicate with you as necessary throughout the process, including confirming that we have received your request and (if appropriate) payment. We would use the most appropriate method to contact you dependent upon the contact information you have given us and the perceived urgency or otherwise of the communication.

Occasionally we may receive information about non-WECS events that may be of interest to WECS members but which we are unable to publicise in our members' magazine. We may contact you to tell you of them.

We will **not** send you other marketing or promotional material.

We will **not** perform automated decision making or profiling

*We will not disclose your information to any other third party unless required to do so by law.*

## ***Keeping your information***

We will only hold and use your information for as long as it is required for the purposes it was collected. How long it will be stored depends on the information in question and what it is being used for.

We will retain your details for the duration of your membership.

Membership subscriptions are due on January 1st. However, we operate an approximately three-and-a-half-month grace period, which allows you to renew your membership up until the Study Day in mid March. If by then you have not renewed we will assume you have resigned.

In any case, after the grace period we will destroy any membership and booking request records that do not apply to the current membership year.

If you have resigned the personal information we hold about you will be destroyed.

## ***Data security***

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information you provide online or by other means.

Our computers are protected by username and password, firewall and antivirus and anti-malware software. This software is routinely updated as new virus definitions are released.

## ***Cookies***

Cookies are small text files stored on your computer when you visit certain websites. For your information you can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually change your browser setting to decline cookies if you prefer. However, this may prevent you from taking full advantage of the website.

Our website does ***not*** use cookies.

## ***Links to other websites***

Our website may contain links to other websites of interest. If you follow such a link you will leave our website and the WECS policy will not apply. You should exercise caution and check the privacy policy applicable to the website in question.

## ***Personal photos and publications***

Our magazine, WECS Wardrobe, is produced to inform and entertain our members and may contain personal imagery and sometimes other personal details. The magazine is put on line and is open for general viewing twelve months after issue.

At any WECS event, if you do not wish your image to appear in the magazine, then please tell any member of the Committee who will ensure that the appropriate person is informed.

If you are unhappy that you appear in an on-line issue of the magazine then please tell us so that we can take the appropriate action

## ***Your right of access, rectification and erasure***

You have right of access to the information we hold about you and the right to request a copy of that information in a portable format. You have the right to rectification of the information we hold about you.

You have the right to the erasure of the information we hold about you.

## ***What to do if you're not happy***

In the first instance, please talk to us directly so we can resolve any problem or query. You can contact any member of the Committee (their contact details are published in our WECS Wardrobe magazine) who will ensure that the appropriate person is informed. Alternatively you can communicate your concerns to us via the Contact Us option on our website, [www.wofecostumesociety.org](http://www.wofecostumesociety.org).

You also have the right to contact the Information Commissioner's Office (ICO) if you have any questions about Data Protection. You can contact them using their help line 0303 123113 or at [www.ico.org.uk](http://www.ico.org.uk).