DATA PRIVACY NOTICE

Daniel Ceramic Circle (DCC)

1. Your personal data – what is it?
Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?
The Committee of the DCC is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?
The DCC complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for DCC members as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the DCC;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, and activities organised by the DCC;
- To operate the DCC web site and deliver the services that individuals have requested.
- To contact members via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about DCC events.

5. Sharing your personal data
We will not share your personal data with third parties without your consent.

6. How long do we keep your personal data?
We retain membership data while it is still current and for up to 7 years after a member leaves.

7. Your rights and your personal data
Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the DCC holds about you;
- The right to request that the DCC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the DCC to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the DCC Committee via the website at https://www.danielcc.org/contact.php

You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.