



Wye Valley Crafts Association

WVCA PRIVACY POLICY

Please be assured WVCA takes your privacy very seriously.

Under the General Data Protection Regulations (2018) the WVCA has a responsibility to inform you of the personal data that it collects from you, the reason for collecting it, the way in which it will be used and who it will be shared with.

Data Protection law changed on 25 May 2018

How the law protects you

This Privacy Notice sets out your rights under the new laws.

The GDPR has a number of underlying principles. These include that personal data:

- Must be processed lawfully, fairly and transparently.
- Is only used for a **specific processing purpose** that the data subject has been made aware of and no other, without further consent.
- Should be **adequate, relevant and limited** i.e. only the minimum amount of data should be kept for specific processing.
- Must be **accurate** and where necessary **kept up to date**.
- Should **not be stored for longer than is necessary**, and that storage is safe and secure.
- Should be processed in a manner that ensures **appropriate security and protection**.

As a Member or Guest Spot Holder of the WVCA you have to actively consent to the use of your personal data as described in this policy.

What we collect and how we collect it,

We collect names, postal & email addresses, telephone numbers and bank account details for WVCA administration purposes. New Members and Guest Spot Holders will provide personal data by filling in an Application Form. Existing Members will be sent a Data Update Form for their appraisal and consent.

We also collect the personal data of individuals using our website contact form.

How do we use your data?

We use information about you in the following ways:

- To process enquiries that you have submitted to us;
- To enable a list of current Members and their membership status to be maintained;
- To maintain a list of Guest spot holders and bookings;

- to enable Officers to communicate with Members and Guest Spot Holders and for the notification and receipt of the appropriate fees and payments;
- To provide customer care, including responding to your requests if you contact us with a query;

Who has access to your personal data & how is it stored?

The data will be stored securely in electronic form and on paper only by the WVCA Officers. WVCA Officers have access to your details for the purposes of managing the WVCA business, including Member / Guest pages on the WVCA website.

If you prefer no contact details be published on the website please indicate this on the Data Consent Form. Additionally, Members have access to other Members contact details for the purposes of general communication related to WVCA business.

Data from the contact form will be used solely to respond to the enquiry made.

How long do we keep your data?

Personal data of Members and Guests will be kept for the current year and the two previous years. Older data will be destroyed.

Individual personal data from the Contact Form will only be used to facilitate the enquiry to the WVCA. This data will be kept securely in electronic form only and not stored upon the website itself. Once the purpose has been fulfilled, i.e. contact with a member has been made, the data will be deleted.

Third Parties

WVCA does not share data with any other organisation, company or association. Under no circumstances will your personal data be disclosed to any other third party, unless required by law. We may share your personal data if we are under a duty to disclose data in order to comply with any legal obligation. WVCA will not use your data for any marketing purposes.

Accessing and correcting the information we hold about you

Under data protection laws you have the right to access your personal information held by the WVCA. The WVCA wants to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information that you think is inaccurate.

Please contact us in writing to:

Data Protection Lead

Wye Valley Crafts Association

The Angidy Room

Abbey Mill

Tintern

NP16 6SE

In the event of a Data Breach

In the unlikely event of a breach of personal data, WVCA would inform you of this within 72 hours

Links to third party websites

WVCA may provide links to third party sites. Since we do not control those websites, we encourage you to review the privacy policies of these third party sites.

Any information that is supplied on these sites will not be within our control and we cannot be responsible for the privacy policies and practices of these.

Cookie policy

What are cookies?

Cookies are text files containing small amounts of information which are downloaded to your device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit. Cookies are useful because they allow a website to recognise a user's device and help the owner of the website improve the user's experience of the site.

You can find more information about cookies at: www.allaboutcookies.org

Does www.wyevalleycrafts.co.uk use cookies?

WVCA does not use cookies for any purpose. However, our website provider Weebly may use cookies to track your browsing session; if you do not accept Cookies, you may not be able to use areas of this Website fully.

Weebly's Privacy policy can be found here: <https://www.weebly.com/uk/privacy>

Changing your cookie preferences

The 'Help' menu in the toolbar of most web browsers will tell you how to change your browser's cookie settings, including how to have the browser notify you when you receive a new cookie, and how to disable cookies altogether.

Links to other third party websites

You should be aware that if you follow a link to another website and give any personal information to another company, the uses to which that information may be put will be determined by that third party Privacy Policy; we have no control over that third party.

Since we do not control those websites, we encourage you to review the privacy policies of these third party sites.

Please check back frequently to see any updates or changes to our privacy policy.

Questions regarding this Policy should be directed in writing to the Data Protection Lead at the address on page 3 of this document.