

Privacy Policy

The Royal Scottish Country Dance Society Edinburgh Branch (RSCDS Edinburgh) is committed to protecting the security of your personal information in accordance with the principles set out in the Data Protection Acts (DPA) of 1994 and 1998 and the General Data Protection Regulations 2018. This policy explains how we use the personal information that you provide to us.

What information do we collect?

We collect information about you when you become a member with us. This allows RSCDS Edinburgh to administer your membership and provide you with agreed member benefits by email or post. In this case, we will collect your name, address, email address and phone number. We will also collect date of birth and emergency contact details for young dancers under 18. Where your primary membership of the RSCDS is held with another Branch we will also collect the name of the Branch nominated as your Primary Branch.

We will also collect information when you register with us, place an order for our products or services, sign up for an event or register for classes. In these cases we will only collect the information necessary to allow us to process your order, administer your booking or manage your attendance at a class. This will include your contact details, including your name and address, your telephone number. We do not store financial information, such as bank account or credit card numbers.

We may also hold information when you complete a survey or send us an enquiry.

How will we use this information about you?

RSCDS Edinburgh has a lawful basis under the General Data Protection Regulations when we process information in order to administer your membership, event booking or class, or when we do so to process a shop order. This is because the processing is necessary in order to provide you with a service, process your order, manage your account or ensure quality monitoring. This information will only be used for those purposes.

Will we pass this information on to other companies?

We process Royal Scottish Country Dance Society (RSCDS) member information via the RSCDS website, which can be accessed securely by appointed officials within RSCDS Edinburgh Branch. This processing will only take place to allow the RSCDS and RSCDS Edinburgh to manage or administer your membership and to provide you with information about local Scottish dancing events. In this case, both parties have a lawful basis for processing the information, as long as it is used for no other purpose.

We may also share information with Teachers, event venues or event staff, where necessary, for managing your attendance at an event or class. This information will be used only for these purposes, and for no other.

Information will not be shared with any other third parties for any other purpose, except where we have a lawful basis for doing so in order to fulfil a legal, contractual or safeguarding commitment.

How do we keep your information secure?

RSCDS Edinburgh takes the security of your information very seriously. All user data is encrypted to ensure it is held as securely as possible.

How long will we keep information?

We will only keep information about you for as long as we need to fulfil our obligations to you. We make sure that any third parties who may process your information on our behalf do the same. We have an internal retention policy with varying retention periods for different categories of information depending on our legal obligations and whether there is a commercial need to retain the information, such as to help us answer member account queries. After a retention period has elapsed, the data is deleted.

Other websites

Our websites may contain links to the websites of other organisations. This privacy policy only applies to our websites so, when you link to other websites, you should read their own privacy policies and terms and conditions. We cannot accept responsibility for your use of these websites.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this webpage. If there is a material change that could have an effect on you, we will notify you by placing a prominent announcement on our web pages.

Your rights

Your rights change from 25th May 2018. From this date, all individuals who provide us with personal information have the right to:

- Be informed
- Access their information;
- Request erasure;
- Request rectification;
- Request that processing is restricted;
- Object to the use of their information;
- Data portability.

For more information about these rights, and what they mean for you, please visit <https://ico.org.uk/for-the-public/>.

If you would like to make an access request using these rights, you can do so by contacting us:

By post: **RSCDS Edinburgh, c/o 95 Overton Crescent, East Calder, EH53 0RJ**

By email: **info@rscdsedinburgh.org**

By telephone: **+44 (0)7041 323155**

We will not charge you for processing or responding to any request that you make using these rights.