

Privacy Statement

What information do we collect?

We collect information about you when you become a member with us and 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.

We will collect:

- Name
- Address
- Email address and telephone number
- Date of Birth (under 18s only)

This allows us to process your membership, order, administer your booking or manage your attendance at a class.

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 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.

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.

Will we pass this information on to other companies?

We process Royal Scottish Country Dance Society (RSCDS) member information via the RSCDS website, which is accessed securely by appointed officials within RSCDS Edinburgh Branch.

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.

View our **Privacy Policy** in full for more information – www.rscdsedinburgh.org

