



## **Gauge O Guild PRIVACY NOTICE**

Data Controller Name: Gauge O Guild Limited, the Guild.

Registered in England No. 2640556. Registered Office: Vale and West, Victoria House, 26 Queen Victoria Street, Reading RG1 1TG

Postal Address: Guild Secretary, 3, Weir Place, Staines upon Thames, TW18 3NB

Secretary: [secretary@gauge0guild.com](mailto:secretary@gauge0guild.com)

Data Protection Officer Name: Guild Secretary, 3, Weir Place, Staines upon Thames TW18 3NB

Email: [secretary@gauge0guild.com](mailto:secretary@gauge0guild.com)

### **Why are you processing my personal information?**

We process the information you provide to us on joining in order to manage the Guild and your membership of the Guild. This includes recording your membership status and contacting you to advise you of membership renewal and other Guild business such as the notice of Annual General Meetings.

We will not share this information outside the Guild and have considered that the lawful basis appropriate for holding and processing this information is "legitimate interests".

In plain language, without holding this information we could not function as a Guild.

### **What categories of personal data are you processing?**

- Name and address
- Telephone number
- Email address
- Bank Details

**Where do you get my personal data from?**

Information provided by you membership/renewal form

**Do you share my personal data with anyone else?**

Data process is carried out by Artytype Ltd. on behalf of the Guild.

Accountancy services are used by the Treasurer Team

**Do you transfer my personal data to other countries?**

No

**How long do you keep my personal data?**

With the exception of your name and membership number, we will only retain your data for up to one year after your membership lapses or on notification from you that you are leaving the Guild. On leaving the society your name will remain in our records as having been a member.

Financial records will be retained for six years after the financial year end in order to comply with tax regulations.

**What rights do I have? (Note that links are to the Information Commissioners Office website)**

- You have the right to obtain confirmation that your data is being [processed, and access to your personal data](#)
- You are entitled to have personal data [rectified if it is inaccurate or incomplete](#)
- You have a right to have personal data erased and to prevent processing, [in specific circumstances](#)
- You have the right to 'block' or suppress processing of personal data, [in specific circumstances](#)
- **You have the right to object to the processing, [in specific circumstances](#)**
- **You have rights in relation to [automated decision making and profiling](#)**

## **The Guild have implemented the following to meet these requirements**

- The Guild will take all reasonable steps in accordance with legal obligations to update or correct, any information that you provide to us. We will ask you to complete a membership form on joining and again at renewal to confirm the information is correct.
- You have a right to ask to see details of any personal information that The Guild hold about you. If you wish to do so please contact the Data Protection Officer by email, <[secretary@gauge0guild.com](mailto:secretary@gauge0guild.com)>
- The Guild has a legal duty to protect the confidentiality of member's information. The Guild take all reasonable steps to protect any information you submit in accordance with legislation.

## **Who do I contact if I am not happy with how my personal information is being processed?**

**If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact *Data Protection Officer via the contact information above*. If there is a problem we want to work with you to resolve it. We would also ask our Members to remember that we are a voluntary organisation and they show some flexibility in contacting the officers or the DPO – they may be on holiday or ill and not have seen the request, if you have not received feedback within two weeks please contact one of the other officers.**

**If you are still not happy, you have the right to complain to the Information Commissioner's Office (ICO):**

### **Information Commissioner's Office**

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

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