# SOP 21 - IWG DATA PROTECTION (GDPR) POLICY.

Adopted at Executive Committee meeting on 09/08/2023. Committee present – Chair - Imelda Connolly; Vice Chair - Kieran Reynolds; President - Emmet Kane; Membership Secretary - James Gallagher; Secretary - Pat Walsh

## Introduction

The Irish Woodturners Guild is committed to protecting the privacy of data related to members and former members. This policy will help you understand how we use the data you share with us and what your rights are.

## Data Collection

We collect the following information from every member:

1. Name
2. Address
3. Membership Number
4. Phone number
5. Email address (optional)
6. Date of Birth (this is optional)
7. Chapter.

In addition, we hold related administrative data such as date joined, renewal date and payment route, e,g, chapter, direct or online. Note we do not hold any information related to online payments. Such payments are handled by Squarespace and the members card provider and the IWG never has sight of or access to these details.

## Data Processing and Storage

We use the information we collect to

1. enable us to contact members about meetings that are arranged
2. enable us to post to every member a copy of our Journal on a periodic basis.
3. enable us to keep members informed of Guild news by email.

We store your information securely on an Application Form as a paper register, and on a computer and we ensure that this information is only available to the current National Executive members or to your own Chapter Committee.

## Data Retention

We keep your information while you are a member of the IWG and we keep historic data after you do not renew, in case you renew subsequently. If you do not want your data retained after you leave, you may ask the IWG Membership Secretary [membershipsec@iwg.ie](mailto:membershipsec@iwg.ie) to delete your data.

## Information Sharing

We will never share, or pass on your information with any other organisations for marketing, market research or commercial purposes,

We may pass on your personal information if we have a legal or medical obligation to do so.

If we amend this Data Protection Policy privacy policy we will share our new policy with you, by publication on the Guild website, and publication in the Journal.

## Responsibility

The implementation of this policy is the responsibility of the IWG National Executive Committee and of the respective committees of each Chapter.

Chapter committees may as a matter of course, retain copies of membership joining and renewal forms for their own operational needs and purposes. Chapter committee officers are bound by all the provisions of this policy

## Right to change or remove your information

If at any time you wish to update the information which we hold about you, or if you wish to have us remove your information from our register, please contact the Membership Secretary at [membershipsec@iwg.ie](mailto:membershipsec@iwg.ie)