

## Privacy Notice for The RWB Shed

The RWB Shed promises to respect the confidentiality of any personal data shared, and to keep it safe, and always take every effort to protect a persons privacy.

We will always be clear how, when and why we collect and process information.

We promise we will never do anything with personal details that wouldn't reasonably be expected.

### What personal data does The RWB Shed collect?

The only data we routinely collect includes names, contact telephone/mobile numbers, email addresses and any medical conditions you choose to advise us of. We collect this data directly on joining The RWB Shed as a member or 'Friend of the Shed'<sup>1</sup>.

### What is this personal data used for?

Member and 'Friend of the Shed' data is used for administration, the communication of information, organization of events and for emergency contact details.

In the case of email addresses, when a group email is sent out the recipient addresses will be used in blind copy mode (bcc) or other method such that recipient email addresses are not visible to others.

To assist in contacting each other, a paper copy list of names, email addresses and phone contacts may be produced periodically for persons consenting to this on The RWB Shed "*Members and 'Friend of the Shed' Application Form*" which is available on the website at [www.RWBShed.uk](http://www.RWBShed.uk)

### Who is your data shared with?

Your personal data is not passed on by us to other organisations.

Should a circumstance arise that requires sharing of your personal data then we will only do so after we have your explicit and informed consent.

### How is your data stored?

This information is stored in digital form on computers and application forms which will be stored in a folder kept in the RWB Fire Station.

### Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring The RWB Shed discharges its obligations under the GDPR is The RWB Shed Secretary.

### Who has access to your data?

The committee of The RWB Shed has access to data of members and 'Friends of the Shed' in order to carry out legitimate tasks for the organisation.

## **What is the legal basis for collecting this data?**

The RWB Shed collects personal data that is necessary for the purposes of its legitimate interests as a Men's Shed.

## **How you can check what data we have about you?**

If you want to see the data held about you, you should in the first instance contact the RWB Shed Secretary in writing stating your requirements. The RWB Shed are required to provide this information to the requester within one month from the date of the written application.

## **Does The RWB Shed collect any “special” data?**

The GDPR refers to sensitive personal data as “special categories of personal data”. We do not record any such special data.

## **How can you ask for data to be removed, limited or corrected?**

There are various ways in which you can limit how your data is used.

You could maintain your RWB Shed relationship with your correct name but with limited or no contact details. This course would limit what we are able to provide you with in the way of written information.

You may choose not to receive information emails from The RWB Shed.

## **How long we keep your data for, and why?**

We normally keep members and 'Friends of the Shed' data after they resign or their association has lapsed for two years. However, we will delete any former member or 'Friend of the Shed' contact details entirely on request.

## **What happens if a member or 'Friend of the Shed' dies?**

We normally delete information after they die as part of the annual membership review. If requested by their next-of-kin to delete it sooner we will do so.

## **Changes to this privacy notice**

We may change this privacy notice from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website or by notifying you directly.

## **Our contact details**

Email:

[secretary@rwbShed.uk](mailto:secretary@rwbShed.uk)

[chair@rwbShed.uk](mailto:chair@rwbShed.uk)

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<sup>1</sup> “The term 'Friend of the Shed' is used to describe any non-member who the Committee invites and they agree to be kept informed and involved with, as necessary, the activities of the RWB Shed”