

Privacy Policy

RSCDS Leicester Branch is committed to protecting the security of 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 provided to us.

Membership Information

The Branch collects the following personal information from each member: name, postal address, email address and telephone number. Under the general Data Protection Regulations, the Branch has a lawful basis to store and process this information to administer membership and member participation in Branch classes, Branch dances and other Branch activities. The personal consent of the member is not required for these purposes.

The information is stored at Branch level in a database on a personal computer having user access protected by a password. We do not store any personal financial information, such as bank account details that we might see through payment by cheque for example, or any sensitive personal information.

The member database is protected by password to prevent corruption and may be shared with committee members and other Branch members who need access to that information to administer Branch membership and Branch activities.

All Branch members are also members of the RSCDS. The Branch is legally independent of the RSCDS and manages its own affairs but collects membership subscriptions for the RSCDS. The Branch shares the Branch member database with the RSCDS to enable the RSCDS to administer overall RSCDS membership, RSCDS member benefits and other RSCDS activities. The RSCDS Privacy Policy is issued as a separate document. Branch member personal information is not shared with any other persons or organisations or used for any other purposes than those stated above without specific consent from the member concerned.

Publicity Material

Under the General Data Protection Regulations 2018, the Branch may distribute publicity material and flyers by post and/or by email only to persons (including members of the Branch as well as the public in general) who have expressed positive consent to receive such material. The distribution list of persons who have expressed consent to receive such material by post and/or email and/or telephone is maintained by a branch Member and kept separate from the member database. It may be shared with other Branch members, but not with any other persons or organisations.

Orders for Items to be Delivered by Post

Personal data relating to orders for items such as dance tickets, CDs, etc. to be delivered by post are recorded on a separate list, are not used for any purpose than dealing with the order and are deleted when the transaction has been completed and all commitments fulfilled.