

# Cheam Woodturners Association



## Privacy Policy

### Data Processing

The Cheam Woodturners Association (CWA):

- Does not process members' information electronically or manually other than for the maintenance of the membership register.
- Does not pass information to any third parties either in the UK or anywhere abroad.
- Operates a website which does not use cookies and does not collect personal information from visitors to the website.

### Communication

- Communication with members, outside of scheduled club meetings, is primarily by email, for which permission has been obtained from those members in receipt thereof. Paper based communication may be used as necessary or appropriate.
- The website is used primarily to inform members and the general public of Club activities.

### Members Register

- The information on the Members' Register is limited to:
  - Date of joining
  - Name
  - Postal address
  - Email address
  - Telephone number(s)
  - Date of Birth for members under the age of 18
- This information is held on a computer operated by the Membership Secretary.
- This information is held for the purposes of communication with the membership and production of statistics; e.g. total membership, average attendance, etc., for the Committee.

### Photography

The CWA or its authorised representative(s) may wish to take photographs of members during meetings and events. These photographs may be used in all media types such as social media, including Facebook and Twitter, CWA publications and the Club website, in perpetuity and these photographs may be seen around the world.

If a member does not wish that any photograph, in which they appear, to be used in such publications then the member must advise the CWA Hon. Secretary or Chairperson in writing.