******VIEW Craft **

Registered Charity No. 110290

**Visually Impaired Eastbourne & Wealden Craft**

**General Data Protection Regulations (GDPR)**

**On 25th May 2018 there were new rules brought in about how personal data is stored, and used by organisations. This affects VIEW Craft although nothing has really changed as we have always been extremely careful about this anyway.**

**You may remember that you signed a form when you joined us, giving us permission to hold your details on file and use them as appropriate. From time to time we have asked you to update your personal details such as phone numbers or email address, so that we can be most effective in helping you. We have always been transparent about what we use data for. We have never passed on your details without your express permission, and we have never and will never sell or lease your information to any third party. You have the right to ask us what information we hold about you. We will promptly amend any information found to be incorrect. Please feel free to ask any questions if you have any concerns, but please be assured that your data is in responsible hands.**

**What we collect**

**Name and contact information, including email, telephone number and address, date of birth, interests and other information relevant to maintaining our membership database.**

**What we do with the information we gather**

**We require this information for the following reasons:-**

* **Internal record keeping**
* **Improving our services**
* **Sending out information**
* **Contacting you on matters pertaining to your membership of VIEW Craft**

**We will only retain your information until it is no longer required**

**Security**

**We are committed to ensuring that your information is secure. We have put suitable procedures in place in order to prevent unauthorised access or disclosure of any of this information.**

**Your rights**

**You may request details of personal information we hold. To do so, please contact Jean Wilson, Secretary, on 01323 505764 or email** **jean.dolmeg@outlook.com****. You can also speak to her at one of the craft sessions if you prefer.**

**You have the right to terminate your relationship with VIEW Craft and request that your data is deleted. In this case VIEW Craft will not be able to contact you for any reason until such time as you re-establish contact with us.**