

Oxfordshire Craft Guild: Processing Information we collect.

NOTE: Personal details for members are collected via the Membership Application Form on initial entry to the Guild. The application form carries a Privacy Notice, by signing the form members agree to our Privacy Terms . A renewal form is sent out each year to enable Members to update their details and reconfirm acceptance to Privacy Policy.

Data for our general mailing list has been collected in two ways

- I. Visitors to exhibitions requesting to be placed on our mailing list by completing their contact details on a form or slip provided.
- II. By direct email to Admin, Chair, Membership requesting inclusion in our mailing list.

The Oxfordshire Craft Guild is 'The Controller' of all personal data collected. As a membership organisation OCG are not required to register with the ICO. The Administrator is 'The Processor'. The Administrator is home office based, uses a personal computer which has double password protection. Any paperwork kept while being worked on is securely stored under lock and key in an office which is kept locked when unattended. When no longer required all paperwork is shredded. The Administrator is registered with the ICO (Registration ID Z1633468) as Supermac Office Solutions Ltd.

Information we collect	Where it is stored	How it is secured	Who has access
Members, Associates & Friends Name, address, telephone, email, website, start date.	Master database stored in third party application DropBox. All files stored on Dropbox servers are encrypted. Dropbox is based in the US, therefore personal information is transferred outside of the EEA and complies with the EU-U.S. Privacy Shield Principles	Access by named users only, password protected.	Administrator (editing rights) Chair (view only) Membership Secretary (view only) Treasurer (view only) Individuals names and email may be shared with OCG members or relevant third party organising exhibitions and events for the Guild.
Members & Associates name, email address and telephone nos	On Chair's personal computer and phone	Password protected	Chair
Members, Associates & Friends name and email	Stored in Mailchimp. Mailchimp is based in the US, therefore personal information is transferred outside of the EEA and complies with the EU-U.S. Privacy Shield Principles	Access by Administrator only, password protected.	Administrator for sending mass membership emails.
Members & Associates name, telephone, email, website and photographs of work uploaded for inclusion on the OCG website	In the members area of OCG Website on individual members page	Individual members access own page to manage and keep updated, individual pages password protected.	Web Manager and Administrator have full access to backend of site. All details uploaded by members to the website can be viewed by the public and may be shared on the OCG Facebook page.
General Mailing list collects name and email, where an email address is not available postal address is used where supplied	Master database of all records is stored in Dropbox. Email addresses stored in Mailchimp	Dropbox Access by named users only, password protected. Mailchimp access by Administrator only, password protected	Administrator (editing rights) Chair (view only) Administrator for sending mass emails
Credit/debit card payment slips	In locked cash box at exhibitions until passed to Administrator/Treasurer for processing.	During processing slips kept in locked draw; shredded once processed.	OCG Adjudicators at Exhibitions, Administrator, Treasurer.
Retention of information: In respect of Members, Associates and Friends of the Oxfordshire Craft Guild, personal details kept to support OCG account records where we have a legal obligation to store this information for a period of 7 years. Your details will be deleted from the website and mailing lists on termination of your membership. Details for those in the General Mailing list will be retained until they request it to be deleted.			

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