

## **SOMPTING VILLAGE MORRIS PRIVACY POLICY 2018**

### **Definitions**

In this document:

- 'We'/'Us' refers to Sompting Village Morris(SVM)
  - A member of Sompting Village Morris is either a fully paid member, an honorary member or an invited apprentice.
  - 'You' refers to a member of Sompting Village Morris
  - 'Contact' refers to a person who is associated with the member and will take responsibility for responding to messages regarding the membership.
  - 'Broadcast' refers to a communication regarding matters we consider to be of general interest to our membership. These may have been requested by a member.
  - By becoming or remaining a member of Sompting Village Morris you agree to accept the following.
1. To be a member of Sompting Village Morris you will be required to explicitly accept the terms of this Privacy policy either by email or signed form.
  2. We require having at minimum one contact for you, and for this contact we require to have a name, postal address and a valid email address to which we can send notices and other communications. We prefer also to have a telephone number for the contact. You may supply us with up to two telephone numbers for each contact.
  3. Contact details for contacts will be held by SVM, and you may ask us at any time to inform you what contact details for you are contained in the database. You may also ask us to change or remove from this database any contact details, provided that we retain the minimum required for membership. Exact details of who has what data will be held in a data register in an online account available to the committee. Details may be stored on servers outside of European Jurisdiction.
  4. Your month and year of birth will be kept for the purpose of submitting your age to the Morris Federation for personal accident insurance. This information will be kept by the SVM treasurer only and stored in encrypted files.
  5. Your name and age will be shared with the Morris Federation for the purpose of personal accident insurance as will a contact email for the Bagperson.
  6. We may send notices and/or broadcasts to any email address supplied.
  7. You are responsible for maintaining the validity of each email address supplied. In some cases we may send information by email only to those members who have given us an email address
  8. If any contact email address produces a bounce message we may cease using it for notices and broadcasts but it may remain in the database unless you tell us to remove it.
  9. We may continue to publish contact details or send notices and broadcasts to supplied email addresses for a period after expiry of membership. This is to allow for the time taken to process membership renewals and to ensure continuity of communication during renewal processing.
  10. All information about you will be removed from SVM records by 30<sup>th</sup> April following the last season for which you were a member of SVM.
  11. Requests for information or for changes to details take some time to process. We will endeavour to process these in a timely manner but at busy periods there may be a delay of up to one month..
  12. Unless you specifically request not to do so, your name, address, email address and telephone numbers will be available to all members of SVM via an attachment to an email. If you do request that your contact details are not made available to all members then it will be made available to members of the SVM committee only.
  13. Members of Sompting Village Morris who share photographs and videos agree that these can be utilised for the purpose of program and advertising and publishing to the public domain