



Dunedin Chapter Scotland (#9083)

How We Operate

Privacy Notice for Dunedin Chapter Scotland (#9083)

Dunedin Chapter Scotland takes your privacy seriously. We are a “controller” holder of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

What we need from you

When you register as a member of **Dunedin Chapter Scotland** or renew your membership we may ask you for some or all of the following personal information:

- Contact details – e.g. Name, Address, Email address, Phone number and HOG membership details.

If you do not provide us with all the personal information that we need this may affect our ability to offer you our membership services and benefits.

Why we need your personal information – contractual purposes

We need to collect our members' personal information so that we can manage your relationship with us. We may use our members' personal information to:

- Provide you with core member services, including confirmation of membership, issue of virtual membership card, end of year membership, renewal reminder and monitor HOG membership.
- Set up an online membership account enabling you to manage your membership and communication preferences.
- Organise club activities and manage risk and safety if you attend an event.
- Provide Marketing and informational services for your membership.
- Provide you with access to our SharePoint Document Repository to access Member Documentation through our website.

Why we need your personal information – legitimate purposes

We also process our members' personal information in pursuit of our legitimate interests to:

- Provide you with news and updates about the activity of the club, opportunities to get involved in club meets, training, general meetings or other events.
- Provide you with news and updates regarding merchandise from the Chapter Store including sale items and new purchases that have become available.
- Raise awareness of the club's activities by capturing photos, videos, or live streaming at events. We will use this for promotion, education and development purposes.
- Respond to and investigate your questions, comments, support needs, complaints, concerns, or allegations.
- Provide you with access to the chapter member documentation through the chapter website using your active member email address as your username for an account with Microsoft 0365.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children. We may also share personal information with professional and legal advisors for the purpose of obtaining advice.

Third party suppliers with access to members' personal data

Dunedin Chapter Scotland may use third party suppliers to provide services. These suppliers may process personal data on our behalf as "processors" and are subject to contractual conditions to only process that personal information under our instructions and protect it.

In the event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purpose.

- RBS, Paypal, Stripe, Square, process payment transactions securely on our behalf.
- Joint-it provides our membership database and distributes some of our email communications. Their servers are based in the USA and they uphold the EU Privacy Shield to certify their data security.
- Eventbrite - Chapter Officers/Road Crew who arrange or manage events or completions receive details of participants / attendees.
- Woocommerce – Chapter Officers who sell online products and maintain the IT services.
- Mailchimp – Chapter Officers who provide mail shots to members email address for Chapter updates and information deemed all Members related.
- Microsoft 0365 – Chapter officers utilise member email address for user authentication from Chapter website top 0365 SharePoint Site.

How we protect your personal information

Your personal information is accessed in various levels by our Membership Officer / Secretary / Treasurer / Webmaster / SharePoint Officer / only for the purposes set out above. It is stored by our club in password-protected documents and internal and external IT Systems with the most recent security standards as covered following encryption, ISO 27001, PCI DSS, NIST, SOC reporting, ISO 27017, and the Cloud Security Alliance (CSA). Your personal data is transferred to Join-It / Eventbrite by inputting it directly into a password-protected database or emailed via a password-protected spreadsheet.

How long we keep your personal information

We only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete your personal information where you have not renewed your membership with HOG and / or Dunedin Chapter with us for one year.

You have a right to:

- Change your communication preferences or restrict the processing of your personal data for specific purposes.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Request that we delete your personal information.
- Access the personal data that we hold about you through a "subject access request".

You can contact the following colleagues with any further questions: Membership Officer (membership@dunedinhog.com) / Secretary (secretary@dunedinhog.com) / Webmaster (webmaster@dunedinhog.com)

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk.

