

# BROMLEY EMBROIDERERS

*BE Creative together*

## PRIVACY POLICY

Bromley Embroiderers is committed to protecting your privacy and personal information. This applies to all members of Bromley Embroiderers.

This Privacy Policy operates in accordance with the following principles:

**Security:** Information which you disclose to us will be stored electronically on password-protected application and on paper, being the members' application form. This information is primarily held by the Membership Secretary. A USB backup copy is also held by the Membership Secretary securely. The Chair has access to the password to the information held electronically and also has a copy of the database for safekeeping.

**Limited Information:** Extracts of the database may be provided to other members of the committee for their purpose, e.g. forenames and surnames passed to the Treasurer to check payment of subscriptions. Furthermore, the information provided by members of Bromley Embroiderers will only be retained as is required to cover the services which are provided by Bromley Embroiderers.

**Non-disclosure:** Information which you provide to Bromley Embroiderers will only be used within the organisation and will not be given to third parties.

**Your right to opt out:** Any consent you have given for the use of your information may be withdrawn by you at any time by contacting the Chair or Membership Secretary.

**Your Rights:** You can at any time:

- Ask for a copy of your personal data
- Withdraw any consent which you have previously given relating to your personal data
- Ask Bromley Embroiderers to correct any inaccuracies in your personal data
- Upon your resignation from Bromley Embroiderers your personal data will be removed electronically and paper held information destroyed securely.