

## Northern Potters Association Data Privacy Policy

### 1. About this Policy

- 1.1. This policy explains when and why we collect personal information about our members, how we use it, how we keep it secure and your rights in relation to it.
- 1.2. We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.
- 1.3. We reserve the right to amend this Data Processing Policy from time to time without prior notice. We will publish any changes to this policy in NPA News. Amendments will not be made retrospectively.
- 1.4. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### 2. Who are we?

- 2.1. We are the Northern Potters Association. We are managed by a committee and our regional coordinators. We can be contacted at [chair@northern-potters.co.uk](mailto:chair@northern-potters.co.uk)
- 2.2. Current contact information for all committee members and regional coordinators is included in every edition of NPA News and on our website [www.northern-potters.co.uk](http://www.northern-potters.co.uk)

### 3. What information we collect and why

Type of information	Purposes	Legal basis of processing
Member’s name, address, telephone number, email address, website address, membership number	Managing the member’s membership of the NPA.	Performing the NPA’s contract with the member. For the purposes of our legitimate interests in operating the Association.
Member’s name, address, telephone number, email address, website address, membership number	Disseminating information on pottery matters such as events, activities and opportunities, via regional coordinators	Consent requested on joining the Association. Members are allocated to a regional group but may change this by contacting the Membership Secretary.
Member’s name and address	Passing to our current mailing house for the distribution of NPA News	For the purposes of our legitimate interests in operating the Association.
Photos of members and/or their work, studios or events	Publishing in NPA News	Consent is given when members submit photos. Consent will be obtained before photographs are taken by us or on our behalf.
Photos of members and/or their work, studios or events	Using in NPA publicity material	Consent will be obtained before photos are used in NPA publicity.
Member’s bank details for BACS payments	Paying legitimate NPA expenses	Consent is given when a member chooses this payment method

### 4. How we protect your personal data

- 4.1. We will not transfer your personal data outside the EEA without your consent.
- 4.2. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- 4.3. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4. For any payments which we take from you online we will use a recognised online secure payment system.
- 4.5. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

### 5. Who else has access to the information you provide us?

- 5.1. We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.
- 5.2. We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf e.g. to post newsletters to you. However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

### 6. How long do we keep your information?

- 6.1. We will hold your personal data on our systems for as long as you are a member of the NPA and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
- 6.2. We securely destroy all financial information once we have used it and no longer need it.

### 7. Your rights

7.1. You have rights under the GDPR:

- a. to access your personal data
- b. to be provided with information about how your personal data is processed
- c. to have your personal data corrected
- d. to have your personal data erased in certain circumstances
- e. to object to or restrict how your personal data is processed
- f. to have your personal data transferred to yourself or to another business in certain circumstances.

7.2. You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/>  
0303 123 1113  
Information Commissioner's Office Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to [chair@northern-potters.co.uk](mailto:chair@northern-potters.co.uk)