

BRITISH WOODCARVERS ASSOCIATION DATA PROTECTION AND GDPR



IMPORTANT - PLEASE READ THIS AND RETURN THE COMPLETED FORM TO EITHER YOUR REGIONAL LEADER OR THE BWA MEMBERSHIP SECRETARY

The General Data Protection Regulation (GDPR) is set to replace the Data Protection Act and will apply to all UK organisations, including the BWA from 25 May 2018. You may already have started to get communications from companies asking for you to consent to them holding your personal data.

In order to be compliant with the GDPR, the BWA needs to take certain actions and we need your help in completing these actions. If the BWA fails to comply it could be subject to very severe financial penalties, which I am sure we would all like to avoid.

The GDPR is designed to give you, as a member of the BWA, greater protection regarding the personal data that the BWA holds about you, so it is in your interest that we comply.

Key Principles

There are three key principles that we have to adhere to:

- we need you to give us your explicit consent that we can hold certain data about you (we will tell you what data we hold and why – please see below) and we have to keep evidence of your consent
- we have to make it easy for you to withdraw your consent at any time
- you have the right to have any data held about you erased and this must happen if you withdraw your consent

The data we hold about you

We currently hold the following data about you in a central database:

- Name
- Membership number
- Date of birth (junior members only)
- Address and telephone number
- Email address
- Date of joining the BWA and the regional group to which you belong
- The amount paid for the current year's Membership Fee, method of payment and date paid

This data is held so that:

- the BWA can communicate with you on BWA matters by post, by email and by telephone
- the Membership Secretary can analyse membership data
- your name and address can be used by the publisher of the Woodcarvers Gazette to send you this publication by post

Withdrawing your consent for the BWA to hold your data

If you wish to have your personal data removed from the BWA membership database, you can request this at any time by writing to the Membership Secretary.

Should you cease to be a member of the BWA, all your personal data will be removed from the BWA membership database within one month of the date of your resignation from the BWA.

Richard Waite, BWA Chairman



My consent

I hereby consent to the British Woodcarvers Association holding the following personal data about me in electronic and paper forms:

- my name
- my BWA membership number
- my date of birth (junior members only)
- my address and telephone number
- my email address
- my date of joining the BWA and the regional group to which I belong
- the amount I have paid for the current year's Membership Fee, the method of payment and the date it was paid

Signed

Name

Date

BWA Membership No

Next step - Important

Please complete and sign the above declaration of your consent and send a copy either by post or a scanned electronic copy to the membership secretary at the address below OR to your regional leader to pass on to the membership secretary:

John Tybjerg
Membership Secretary
British Woodcarvers Association
27 Fernwood Close
St Ives, Ringwood
Hants, BH24 2NQ

Email: membership@britishwoodcarversassociation.co.uk