

JASSO Data Privacy Notice

You may be aware of changes to the rules relating to the holding and processing of data concerning individuals. These changes also affect small charities such as JASSO, and the Committee has looked at the data we hold and how we hold it in order to make sure that we have effective ways of keeping that information accurate, up-to-date and secure.

In order to function effectively as a society, and to provide the facilities we all enjoy, we do need to keep certain information about members, tutors and contractors.

In respect of **members**, we keep the following information:

- Name; Address and other contact details;
- Email address;
- Membership type and start date;
- References received at time of joining (these to be destroyed after 1 year of membership);
- Courses booked and payment;
- Participation in Gift Aid programme;
- Subscription status;
- Health & Safety Compliance Forms and the workshop register;
- Participation in JASSO-organised sales and exhibitions, including items exhibited, offered for sale and sales

In respect of **tutors and contractors**, we keep the following information:

- Name;
- Address and other contact details;
- Email address;
- Relationship to JASSO;
- Contract and payments details

Where requested by individual members, emergency contact details (name of nominated contact and telephone contact number) will be held in the workshop.

The Committee believes that keeping this information is necessary for the effective functioning of JASSO, and meeting official requirements such as those from HMRC and The Charity Commission. The information is held by relevant members of the Committee (for example the Membership Secretary and the Treasury) on password-protected spreadsheets, which we believe provide the appropriate level of security for this data.

JASSO will not share this information with anyone (other than properly-authorised public authorities) and certainly will not sell it. If you believe that the security of your information has been breached, you should contact a member of the Committee at once.

The Committee will review the information held periodically for accuracy and whether it needs to be held at all – we do not want to hold more information for longer than we need to. Ex-members can apply to any member of the Committee to have their information deleted from JASSO's records.

We do need your help in maintaining an accurate record, so please let the Committee know of any change to your details as soon as possible.

If you have any queries about this notice or about what information JASSO holds about you, please contact any member of the Committee.