



Fair Processing Notice

Background

The first principle of data protection is that personal data must be processed fairly and lawfully. This notice is intended to provide a clear and concise statement of how Cinque Ports Scribes will adhere to this principle. It should be read alongside the Society's Data Protection Policy. The two main elements of fairness include only using personal information in a way that people would reasonably expect and being transparent in how their information is used.

Who processes your personal data?

The information which you the 'data subject' provide to Cinque Ports Scribes (CPS) is processed only by the Society, which is the 'data controller' for the purposes of the General Data Protection Regulations. Information you share directly with other members, tutors, or attendees is of your own volition and falls outside the remit of our Data Protection Policy, and therefore this fair processing notice.

What are my rights?

You have the right to:

- a. The right to be informed (*about the collection and use of your personal data*)
- b. The right of access (*to what personal information we hold on you, our data protection policy, and our fair processing notice*)
- c. The right to rectification (*correcting any errors*)
- d. The right to erasure (*where doing so does not conflict with any legal requirement*)
- e. The right to restrict processing (*limiting what we can do to it*)
- f. The right to data portability (*provide it in a common format*)
- g. The right to object (*to some or all processing*)
- h. Rights in relation to automated decision making and profiling. (*CPS does not use automated decision making or profiling*)

Please note that exercising some of these rights will mean that the Society is not able to inform you of any information regarding the club or its activities and you will therefore need to rely on the Society's website www.cinqueportsscribes.org.uk for any information.

What is my personal data used for?

The personal data that you provide is used by the Society:

- Membership:
 - to manage your membership so that you may continue to receive the

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- benefits provided by the Society;
- to maintain a list of members, contact details, and consent in a secure system accessible only by Committee members and relevant delegated members
- to maintain and publish a list of members who accept commissions
- to maintain and publish a list of members who provide private tuition
- Administration:
 - to enable CPS committee members and delegated members or sub-committees of the Society to perform their duties efficiently;
 - to comply with generally accepted accounting principles, insurance, and legal requirements
 - to be able to complete contractual agreements such as stationery orders
- Workshops, events, and social activities:
 - to inform you of the Society's activities including workshops, social activities, Annual and Extraordinary General Meetings
 - tutor information is used to contact potential tutors and arrange workshop details
 - Venue organisers information is used to book venues and associated functions
- Envelope Exchange
 - to facilitate communication within each group by making the contact details of Group members available within the Groups;

Will CPS use your personal data for any other purpose?

Cinque Ports Scribes will not use your personal data for any other purpose without your consent.

Will CPS disclose your personal data to anyone else?

Cinque Ports Scribes will not disclose the personal information that you provide to any outside person or organisation except where required to do so by law or with your consent.

What is the legal basis used for processing personal data?

Cinque Ports Scribes relies on the following articles from the General Data Protection Regulations for processing data:

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

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What personal information does CPS collect from me?

	Name	Address	Telephone number	Email address	Website	Health conditions	Member of CPS	Membership of CLAS / SSI
Membership form	Y	Y	Y	P	X	O	Y	O
Workshop booking form	Y	Y	Y	P	X	O	Y	X
Committee nomination	Y	Y	Y	P	X	O	Y	X
Order forms	Y	Y	O	P	X	X	X	X
Tutor booking form	Y	Y	P	P	P	O	O	X
Exhibition forms	Y	Y	P	P	P	X	Y	X
Other activity forms	Y	Y	P	P	P	O	O	X
Members providing tuition who want to be added to the tutors' page of the website	Y	Y	P	P	P	X	Y	O
Members who wish to be contacted for commission work	Y	Y	P	P	P	X	Y	O
Suppliers / Peer groups	Y	P	P	P	P	X	X	X
General enquiries	Y	O	O	P	X	X	X	X

Y = Yes, X = No, P = Preferred but optional, O = Optional, however not supplying this may hinder our ability to contact you or provide requested services.

All CPS forms will have a shortened version of this Fair Processing Notice as well as tick boxes to indicate your agreement to processing personal data.

How do I...?

- **Access/obtain my information in a portable format?**
- **Correct my information?**
- **Request the right of erasure/to be forgotten?**
- **Restrict or object to processing of my personal information?**

For any of these, please contact the committee with your request/enquiry via the club secretary, details of whom are on our website and in our club magazine. We will respond as quickly as possible.

END OF FAIR PROCESSING NOTICE

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Version control

Date	Amendment	Page	Amended by
11/5/18	Footers and version control table added	1-4	TJW