

# Essex Folk Association Privacy Policy

Last updated: 14th June 2018

*(Section 3.1 changed to match EFA official coverage area.)*

## 1. Introduction

The **Essex Folk Association (EFA)** ("us", "we", or "our") holds and uses Personal Information supplied by members and others and operates <https://essexfolk.org> (the "Site"). This document informs you of our policies regarding the collection, use and disclosure of Personal Information we receive directly from people and from users of the Site.

We use your Personal Information only for the purposes of EFA and we do not share Personal Information with any third party, except with explicit prior consent of the person involved.

## 2. Information Collection And Use

2.1 We collect and hold Personal Information provided directly by our members, affiliates and by others based on their **consent**.

2.2 Personal Information is collected when people join the EFA or ask to be added to our email distribution.

2.3 Information on lapsed members and affiliates is held for a "grace period" following their scheduled annual renewal date. If the grace period expires without renewal then the Personal Data is deleted.

2.4 We use Personal Information of members and affiliates for the distribution of our quarterly magazine, Essex Folk News (EFN), which is a benefit of membership.

2.5 We use Personal Information of members, affiliates and others to communicate via email notifications of and publicity for folk events and EFA events.

## 3. Website - <https://essexfolk.org>

3.1 The Site is a location for information on folk activities, mainly in Essex, though formally it covers south east England (by which expression is meant the administrative areas of the counties of Essex, Kent, Hertfordshire, Suffolk and including the London Postal Districts). It also includes details of EFA sponsored or promoted events.

3.2 The Site does not collect (**log**) from visitors any Personal Information nor any Personally Identification Information such as source IP address.

3.3 The Site does collect visitor usage information (**page hits**). We use this information to assess how useful the Site is to visitors and the type of information they are seeking.

### 3.4 Cookies

The Site does not use "cookies". [Cookies are files with a small amount of data which many websites send to your browser to be stored on your computer's hard drive.]

## 4. Personal Information Provided to EFA for Publication

4.1 People and organisations supply Personal Information to the EFA for publication in EFN and on the Site.

4.2 Personal Information is provided and published in EFN and on the Site in the form of contact details for events, clubs, morris sides and organisations.

4.3 Personal Information is provided for publication in EFN within articles, advertisements, the “Need a Band” and “EFA Members with something to offer” sections.

4.4 We do not “harvest” Personal Information from the sources listed in 4.2 and 4.3 but we do hold the information in order to publish it. We do hold an archive of EFN issues.

## **5. Your Rights in accordance with the GDPR**

5.1 You have the right to see any of your Personal Information that we hold. To request this information please contact the Membership Secretary in writing.

5.2 You have the right to correct any of your Personal Information that we hold. To do this please contact the Membership Secretary in writing.

5.3 You have the right to withdraw your consent to our holding of your Personal Information. To do this please contact the Membership Secretary in writing. **NOTE:** If you withdraw your consent for us to hold your Personal Information we will be unable to supply EFN or notification emails to you.

## **6. Security**

The security of your Personal Information is important to us, but no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

## **7. Changes To This Privacy Policy**

7.1 This Privacy Policy is effective as of 14<sup>th</sup> May 2018 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on the Site.

7.2 We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of our services after we post any modifications to the Privacy Policy on the Site will constitute your acknowledgement of the modifications and your consent to abide and be bound by the modified Privacy Policy.

7.3 If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

## **8. Contact Us**

If you have any questions about this Privacy Policy, please contact the Membership Secretary.