DRY STONE WALLING ASSOCIATION
Lane Farm, Crooklands, Milnthorpe, Cumbria, LA7 7NH
Tel: 015395 67953 Email: information@dswa.org.uk Website: www.dswa.org.uk
Registered Charity Number 289678

Dry Stone Walling Association - Privacy & Cookie Policy

The Dry Stone Walling Association of Great Britain (DSWA) is a registered charity, number 289678. As such it is subject to the laws governing the operation of charities in England and Wales and is listed on the Charity Commission website. The registered address and contact details are shown at the top of this policy.

The information contained within applies to the registered charity including its network of local branches.

The EU General Data Protection Regulation 2018 (GDPR) has now been introduced. The Dry Stone Walling Association takes the care of your data seriously and undertakes to safeguard your information as best it can, using technologies and procedures designed to protect your privacy. DSWA does not sell membership lists or email addresses.

When you undertake any of the following actions you will be required to submit personal information about yourself, which is stored on a computerised system. DSWA will use this information under the "legitimate interest" lawful basis in order to fulfil its obligations to you in a way that you would reasonably expect and that will have a minimal privacy impact. Where the processing is necessary for a contract with you as an individual, processing is lawful on this basis and separate consent is not required. Examples include (but not exclusively):

- Applying for membership.
- Ordering books and tools.
- Registering for an accredited qualification.
- Making donations.
- Requesting information on products and services.

If you allow us to reclaim tax on your membership or donations through the Gift Aid scheme, relevant details will be forwarded in a secure manner to HMRC in order for us to make the claim. You can cancel your Gift Aid declaration at any time by contacting the DSWA office in writing at the address or email shown above.

DSWA is committed to protecting the privacy of children and young people and where necessary will obtain the consent of a parent or guardian in order to collect and use personal data of children. We will ask for a date of birth for anyone under the age of 16.

Data retention periods will vary depending on how the data is used.

- Membership details will be deleted in a secure manner after a period of 18 months where a current subscription has not been received, unless the member holds any of the accredited qualifications, in which case the information is retained as a permanent record.
- Records of sales of books and tools, etc will be held for a period of 12 months although credit card details are not retained.
- Gift Aid claims are held for a period of 7 years, in line with other financial records.

You have the right to request the updating, amending, removal or deletion of your data at any time by contacting the Dry Stone Walling Association in writing by post or email. The exception to removal will be if any of the accredited qualifications are held, in which case it is a permanent record but is not subsequently shared other than to confirm the level of qualification if queried.

Please note that if you are a DSWA member and request not to receive information by post, we will continue to send legally required membership documents such as voting papers and AGM notifications as well as membership renewal notices but you will not receive the Waller & Dyker magazine.

If you wish to make a complaint please, in the first instance, contact the Dry Stone Walling Association of Great Britain at the address or email shown on this policy. If we cannot resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioner's Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England. There is a separate Information Commissioner for Scotland but all branches of DSWA are registered as part of the national charity, registered in England and Wales, so above details should be used.

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We may change this Privacy Policy at any time. The most recent version of the Privacy Policy is reflected by the version date located at the bottom of this policy.

Information about our use of Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. By continuing to browse the site, you are agreeing to our use of cookies.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

We use the following cookies:

- Strictly necessary cookies. These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services.
- Analytical/performance cookies. They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- Functionality cookies. These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).

Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

Except for essential cookies, all cookies will expire after a 12 month period.

DSWA Trustee Board
25 May 2018
Updated 17 October 2022

dswa/policy/privacy&cookies