

The General Data Protection Regulation (GDPR)

RISW Statement as at 2nd March 2018

- Registration:** As a not-for-profit organisations the RISW do not have to register with the ICO
- Data:** The RISW processes personal data in order to record membership details, name, address, telephone number, email address, payments, to communicate with supporters providing Newsletters, Annual Reports and by email details of member's events and other events which members would have an interest in, to promote the aims and ideals.
- There could be occasions when members are contacted to "sign a petition "to support the work of the RISW, Swansea Museum and issues which could impinge on the work of museums and cultural facilities.
- RISW Web Site** To operate our website it is essential to collect or process certain data, such as the following: a) Information regarding your visits to our website, resources you used such as traffic data, location data, weblogs, and any communication data (these items are included, but not limited to those specified); b) forms filled out on our website allow us to collect information about you to receive the information you've requested (i.e. our newsletter); c) any data collected from communications to us from you, for any reason. It is possible that we may gather information regarding your computer for our services. This collection of data is used for

statistical analysis about our website for use by us. Any information shared will not identify who you are, but rather be mathematical data about our visitors and their use on our site. The data does not give out any personal details.

It is important to know that data can be collected either electronically or in “hard copy”

Security: The RISW will only collect information that is needed for a specific purpose, it will be kept securely and access will be limited to certain post holders, the information is relevant and up to date, it is only held or as long as it is needed, taking into account legislative requirements, give a copy of his/her personal data to that individual, on request.

Consent: Members have already given consent for the RISW to record and retain such details, however under the The General Data Protection Regulation (GDPR) it is necessary to sign a new consent form. You are asked to complete the consent form below which will allow the RISW to keep you informed about RISW events and other events of interest.
It will still be necessary to keep details of your membership record.
Consent can be withdrawn at any time.

Questions: If you have any questions then contact Membership Group, C/o 42 Linkside Drive, Southgate, Swansea, SA3 2BR, telephone 01792 232282 or email lyndon.morris@risw.org.

Your co-operation in this matter will be greatly appreciated.

Lyndon Morris
on behalf of the Membership Group 2nd March 2018

ROYAL INSTITUTION OF SOUTH WALES
Friends of Swansea Museum
Charity no.218306

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MEMBERS CONSENT FORM

I give my consent willingly and without pressure to the RISW to collect and use my personal details in the manner outlined in their statement dated 2nd March 2018

Name.....

Address.....

.....

Post Code.....RISW Membership No.....

Signed..... Date / / 2018