



## **Gauge O Guild PRIVACY NOTICE (Web Forum)**

Data Controller Name: Gauge O Guild Limited, the Guild.

Registered in England No. 2640556. Registered Office: Kemps Chartered Accountants, 42A, High Street, Broadstairs, Kent, CT10 1JT

Postal Address: Guild Secretary, Ruby Wood, Common Hill, West Chiltington, West Sussex, RH20 2NR

Secretary: [secretary@gauge0guild.com](mailto:secretary@gauge0guild.com)

Data Protection Officer Name: Denis Stewart, c/o the Guild Secretary, Ruby Wood, Common Hill, West Chiltington, West Sussex, RH20 2NR

Email: [secretary@gaugeoguild.com](mailto:secretary@gaugeoguild.com)

### **Why are you processing my personal information?**

We process the information you provided to us on joining in order to create your Forum account when you first log on to the forum. This information is used manage the Forum.

We will not share this information outside the Guild, other than to assist with the running of the Guild and have considered that the lawful basis appropriate for holding and processing this information is “legitimate interests”.

In plain language, without holding this information you would not be able to access the members forum.

The Forum also has an opportunity to enter other information to complete your Forum profile. This includes an avatar, custom title, date of birth, location, gender, Occupation, About you text and other online identities. None of these are mandatory and are completely under your control. None of this information is used outside the Forum

### **What categories of personal data are you processing?**

- User ID (consists of Surname and Guild Membership Number)
- Email address (maintained separately from Guild Membership email address)

### **Where do you get my personal data from?**

Information provided by your membership/renewal form on creation of Forum account and additional information entered by you whilst managing your profile.

You may also enter personal information into a Forum posting (not recommended). Once published on the Forum this is effectively in the public domain, even if deleted.

### **Do you share my personal data with anyone else?**

No

### **Do you transfer my personal data to other countries?**

No

### **How long do you keep my personal data?**

As this is a Members' Forum, the information you enter as a post will remain. The ID will be replaced with a generic ID and all other account information will be deleted once your account is deleted on the membership database.

### **What rights do I have? (Note that links are to the Information Commissioners Office website)**

- You have the right to obtain confirmation that your data is being [processed, and access to your personal data](#)
- You are entitled to have personal data [rectified if it is inaccurate or incomplete](#)
- You have a right to have personal data erased and to prevent processing, [in specific circumstances](#)
- You have the right to 'block' or suppress processing of personal data, [in specific circumstances](#)
- **You have the right to object to the processing, [in specific circumstances](#)**
- **You have rights in relation to [automated decision making and profiling](#)**

### **The Guild have implemented the following to meet these requirements**

- The Guild will take all reasonable steps in accordance with legal obligations to update or correct, any information that you provide to us, however the onus is on the member to maintain their Forum profile using the "Your Account Details" option, available by clicking on your User ID. Please follow the Forum Guidance information as to what information users should change.
- You have a right to ask to see details of any personal information that The Guild hold about you. If you wish to do so you the preferred way to view and update your personal information is via "Your Account Details" and is available by clicking on your account name. This allows immediate modification and confirmation of your personal information in a secure easy to use option.

- Alternatively you can contact the Data Protection Officer by email, <[secretary@gaugeoguild.com](mailto:secretary@gaugeoguild.com)>
- The Guild has a legal duty to protect the confidentiality of member's information. The Guild take all reasonable steps to protect any information you submit in accordance with legislation.

**Who do I contact if I am not happy with how my personal information is being processed?**

**If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact *Data Protection Officer via the contact information above*. If there is a problem we want to work with you to resolve it. We would also ask our Members to remember that we are a voluntary organisation and they show some flexibility in contacting the officers or the DPO – they may be on holiday or ill and not have seen the request, if you have not received feedback within two weeks please contact one of the other officers.**

**If you are still not happy, you have the right to complain to the Information Commissioner's Office (ICO):**

**Information Commissioner's Office**

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)