

Harpenden Writers Privacy Policy/GDPR

Due to the nature of our business being a creative and collaborative one, it is necessary for Harpenden Writers to engage with, and therefore retain contact details of, customers, clients, colleagues, fans, and general members of the public. In line with the guidelines for compliance with the new General Data Protection Regulation (GDPR) rules, the following sets out our statement which aims to make clear how we collect, store and process data.

Websites

We operate one primary website, and three supplementary online platforms, namely a blog, a Facebook page and Twitter account.

Information held

Email addresses (and other contact information, if provided), of anyone who has contacted us online. This is not done automatically by any software, but personally by our publicity and membership secretaries. Harpenden Writers will never sell or pass on information held to any third parties.

Individuals' rights

We are happy to delete any data held, upon request and within a reasonable timescale. Photographs, videos and screengrabs will be published online only with participant consent. Audio recordings of meetings are made available only to members for a limited 3-week period following a recording.

Subject access requests

If a member has a valid reason for requesting what personal information we hold on them, we will respond as soon as possible. This will usually be within 24-48 hours. However, sometimes it may take longer, for example if Harpenden Writers is in the middle of a project, or if a competition deadline is looming.

Data breaches

We have taken all possible steps to prevent this. All computers, devices and cloud storage used to operate Harpenden Writers and store information are fully password-protected. Any information held is handled by our committee personally.

Use of data

We may occasionally use the information we hold to contact individuals to inform them of forthcoming competitions or projects which we feel may be of interest. This is only ever done manually by the committee (as opposed to automatically generated 'mailshots'). Our contact will always be considered and infrequent; we intend at all times to avoid 'spamming'.

We hope this makes clear our position on GDPR. We aim to operate in a completely transparent and lawful way when it comes to holding an individual's data, and we are happy to answer any questions or concerns – please don't hesitate to get in touch.

Last updated 11/11/20