

The Friends of American Old Time Music and Dance

General Data Protection Regulation 2018 Policy

1. Membership details

FOAOTMAD collect certain personal details when an individual joins.

The information is :-

- Name
- Address
- Phone number
- Email

The information is used :-

To send out the quarterly magazine

To enable us to post purchased items such as festival tickets, workshop information etc.

To enable us to contact members in an emergency.

On joining members records are allocated a membership number, membership type (single, couple, or group). Details of their membership renewal date is also added and method of payment.

No other information is held.

Within 12 months of a membership lapsing their details are deleted from the database.

The Database containing these records is password protected and the file encrypted.

Back up files are made at least every two months, these files are held in a secure place by the database manager.

A master copy of the database format is held to enable recovery should a PC failure occur.

A second record set is kept for the magazine mailing list, these records are: -

- Name
- Mailing name (Used for joint membership etc)
- Address

These records are kept on a separate PC, on a spreadsheet that is password protected and is also encrypted.

The record of a member not renewing their subscription is deleted from the file after 12 months.

The file is updated manually with updates being received via the Royal Mail postal system.

Magazine postal details are emailed to the mailing house, the files being password protected and encrypted.

2 Event and Blog mailing list.
This is done on line through MailChimp, the worlds largest marketing automation platform who we understand are GDPR compliant.
Individuals signing up for the Blog are asked to unregister themselves on line should they wish to cease.

3 Event ticket sales.
When selling tickets to events or booking workshops we gather

- Name
- Address
- Phone number
- Email address.

All are needed to send tickets and information on the event including updates and changes.

The information is kept by the event organiser for the duration of the event on a password-protected file or in paper form.

After the event the information is deleted or destroyed within four weeks.

4* Your name and membership number/status may be shared with FOAOTMAD organisers for use in managing events and social media accounts.

5 Photographs
Events. A notice is displayed at events saying

Photographs and/ video will be taken at today's event.

Please be aware that photographs and videos will be taken at this event and may appear on our social media pages and in the Old Time News.

Artists. Where artists are appearing at our events we obtain in advance their consent to include their photographs and names in advertising literature and reports.

General. When photographs are taken by FOAOTMAD of small groups and gatherings the subjects will be told at the time that their photographs may appear in our social media pages or the magazine. Consent must be given.

Social media (eg Facebook) Members who post on sites linked to FOAOTMAD are asked to ensure that consent is given by the subjects of the post for their photograph/ name to appear on the site.

Magazine Photographs sent in by members for inclusion in the magazine will only be used if we written consent is included. This should confirm that everyone in the shot is aware their photograph was being taken and are happy for it to appear in the magazine.

See Appendix 1 for further details on specific photography requirements.

Appendix 1

FOAOTMAD GDPR policy for photographs and recordings for Old-Time News magazine and the website

Photographs and video recordings can be used without consent when they meet any of the following criteria

- They have been taken at events where a notice stating images taken may appear in print have been displayed e.g Gainsborough Festival, camps, workshops.
- The image is one the subject has released into open circulation themselves e.g CD covers on his/her website
- The author of the article being published is the subject of the photograph.
- The images are of a crowd shot
- The subjects cannot be identified from the shot
- The subject is deceased

Consent (which can be verbal) is required for photos and video recordings where

- They include people who can be identified from the image, whether we name them or not. (Note – this does not apply to people in a crowd shot)
- They may be controversial or embarrassing to the subject. (Regardless of blanket consent.)

The following text will be published regularly in The Old Time News

When considering photographs for publication in The Old Time news or on our website we are legally required to comply with the General Data Protection Regulations 2018. Therefore if you send in photographs where people are the main subject please confirm that these conform to our guidelines, which can be found on the website. If you have any queries please email [editor @foaotmad.org.uk](mailto:editor@foaotmad.org.uk)