

NE1 Faceters General Data Protection Regulations (GDPR)

Who We Are

NE1 Faceters (NE1) is a gemstone cutting organisation primarily based in Northern England with members further afield. Our main aims are to promote the craft of gemstone cutting and to educate people how to do so.

Collection of Personal Data

Personal data is any information that can be used to identify someone. For example their name, email address or phone number. We collect and use data provided to us by members of the public and group members in accordance with GDPR Regulations 2018.

Data is collected through membership forms, enquiries via demonstrations or via Facebook, email, letter or phone. We will only ever collect information we need i.e. name, email address, phone number.

If you enter or wish to enter into contractual relationship with NE1 Faceters, (e.g. by enrolling on one of our courses), we will collect your, and any third parties', personal data to facilitate the provision of services or products.

What we use information for

- Manage your membership i.e. to fulfil your application
- Administer and facilitate use of NE1 Faceters services and equipment
- Administration and undertaking teaching, demonstrations and our monthly meetings
- Evaluate and monitor members cutting experience and performance
- Manage your enquiry – if you get in touch with us
- Ensure the health, safety and well-being of students
- Identify visitors and contributors
- Workshops – to allow us to manage and run our workshops.
- Handle orders and purchases, deliver products and communicate with you about orders
- Recording any contact NE1 have with you
- To prevent or detect fraud or abuses of NE1 Faceters websites and enable third parties to carry out technical, logistical or other functions on our behalf
- To communicate with NE1 members and interested parties
- Provide any other services or products
- Administer AGMs, EGMs, Elections registers and any other necessary lists

Sharing your information

NE1 will only share your information if we are legally required to do so, e.g. by a law enforcement or if we believe it is necessary to protect or defend the right of NE1 Faceters, NE1 property or a member's personal safety. Or if it is required, with a Third Party i.e. a courier or delivery company or other Faceting organisations (for example anyone entering our annual competition).

We also share information with members who teach and run our faceting workshops. This includes name, faceting experience and any other information they need to be aware of. This is for the health and safety of our students as well as being necessary to run workshops. In addition members who demonstrate on our behalf at events may also have access to personal information via membership forms and enquiries.

We may also include information of members in NE1 Faceters Magazine, website and within lists to be published within appropriate publications.

Storing your information

Information is stored securely by NE1 committee members both electronically and in paper format. While NE1 Faceters cannot ensure or guarantee that loss, misuse or alteration of data will not occur while it is under our control, we use our best efforts to try to prevent this.

Unfortunately, the transmission of data across the internet is not completely secure and whilst NE1 Faceters do our best to try to protect the security of your information NE1 Faceters cannot ensure or guarantee that loss, misuse or alteration of data will not occur whilst data is being transferred.

We will keep your information only for as long as we need it to provide you with the goods, services or information you have required, to administer your relationship with NE1 Faceters, to comply with the law, or to ensure we do not communicate with people that have asked us not to. When NE1 no longer need information we will always dispose of it securely.

NE1 will not pass your information on to third party marketers and we will not sell your information to any third party. We may use named third-party service providers to process and store user data.

Your Rights

The Data Protection Act gives you certain rights over your data and how NE1 Faceters use it. These include:

- the right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed
- the right to prevent your data being used for direct marketing
- the right of access to a copy of the information NE1 hold about you (known as a subject access request)
- the right to complain (to both NE1 Faceters and the regulator ICO www.ico.org.uk)
- the right to restrict processing (block or put on hold processing)

Photo and Video Disclaimer

Images may be captured during events organised and/or hosted by NE1 Faceters using film photography, digital photography, video or other mediums. NE1 reserves the right to use the images captured in any brochures, booklets, videos, websites or other media and publicity material. NE1 informs all persons taking part in an event that they may be photographed, filmed, videoed or otherwise captured in image form.

If you wish to exercise any of these rights please contact the Secretary: Mavis Smith, 15 Dolphin Villas, Hazlerigg, Newcastle, NE13 7NG, 0191 2362909, ne1info@btinternet.com

For more information about your rights under the Data Protection Act go to the website of the Information Commissioner's Office at ico.org.uk.