

Data Protection is legislation that requires BTG to

- only collect the information needed to ensure it can meet its responsibilities to BTG members
- keep the information secure
- ensure that the data is relevant and up to date i.e. current Members only
- to provide a copy of information held on an individual on the request of that individual

Information on Sections 1 & 2 of Form

Managing Your Data

The information you provide, including images, will be stored electronically and manually by the British Tapestry Group. Your **contact details** are used in the following ways:-

- to keep a record of your membership of the British Tapestry Group
- to send you information on BTG activities and Tapestry Weaver by email or by post;
- to list your name and contact details in the "members only" section on the website.
- to enable the BTG to collate statistical data.

Who will Manage this Information?

The BTG Membership Secretary and the BTG Secretary will hold this information

In addition The BTG Hon Treasurer and the Editor of Tapestry Weaver will be provided with members' details as required. e.g. *If you have opted out of disclosing your email the editor may want to be in touch by email to discuss your work & contributing to Tapestry Weaver.*

Will my name /images be on the BTG Website?

Your **name** and or **images** can be shown in the following ways –

- in the members gallery **if you decide** to submit text and images
- in the Password protected Members Only section / the Members Directory
- images of your work provided by you may be used with or without acknowledgement subject to type of publicity and restrictions.
- in BTG exhibition/events information e.g. text or images
- in the list of members

What if I want to contribute an article to Tapestry Weaver?

Your name /contact details will only be published if you agree to this with the editor

What about BTG Exhibition Catalogue/advertising materials?

By submitting to an exhibition your details will be kept on a separate database for the duration of the exhibition by the organisers and until all administration regarding your work is completed. The pre-exhibition forms will explain what is required regarding contact details, images, profile information etc.

Information on Section 3 of Form

Will my private email contact details be available to other members?

Members private emails are listed in the password protected Members Section. This means that any BTG member can contact you, including Regional Organisers and the Tapestry Weaver Editorial Team. If you do not give permission for your email address to be included, only your name will be listed in the Members Directory.

Can others contact me if I do not give my email address?

If someone wants to get in touch, you will be contacted by BTG by email /or telephone so you can decide whether to respond to the person

Will I have to complete this form again?

Whilst you remain a member you will not be required to complete another form unless you wish to change your instruction or when BTG reviews/makes changes to this form.

Any member can change their instruction by contacting the Membership Secretary and submitting a new form.

If we do not receive your signed form we cannot communicate with you !!!

Please complete Sections 1, 2 and 3, then sign and date

Return the form to:

Louise Martin, 141 West Stirling Street, Alva, Clackmannanshire, FK12 5EL

Section 1.

The information you provide will not be disclosed, sold or rented to any third party. The email you provide is the address that will be used for contacting you directly regarding your membership or other internal business. Your email will not be made available to 3rd parties without your consent.

I give my consent to my information being held on an electronic and manual database for the purpose of keeping a record of my membership of the British Tapestry Group, in order to provide me with information about the British Tapestry Group activities and events and for the collection of statistical data by the British Tapestry Group.

Section 2.

Promotion of the British Tapestry Group

Images of your work may be used in advertising, marketing and promoting public relations in connection with BTG activities, events.

Please tick one of the following statements.

I give my consent for images of my work to be used in advertising, marketing and promoting public relations.

I do not give my consent for the images of my work to be used in advertising, marketing and promoting public relations.

Section 3.

Members Directory.

The Directory lists all Members names and contact email address so that any member can contact you including committee, members and regional organisers.

Please tick one of the following statements

I give BTG permission to show my private email address in the password protected Members Directory on the website

I do not give BTG permission to show **my private email address** in the password protected Members Directory on the website

Signature

Date / /

Please print your name