

The British Tapestry Group (BTG) General Data Protection Regulation 2018 (GDPR)

The GDPR is legislation that requires the BTG to only collect the information needed to ensure it can meet its responsibilities to BTG members. In the interests of good practice, this principle will be applied to all Members.

Managing your data

- The BTG Membership Secretary holds the name, address, and contact details of all Members.
- The BTG Secretary and Regional Organisers (where applicable) will hold a Members name and email only.
- The BTG Hon Treasurer and the Editor of Tapestry Weaver will be provided with Member's details as required, *e.g. if you have opted out of disclosing your email the BTG Editor may want to be in touch to discuss contributing to the magazine.*
- The printer of Tapestry Weaver will be given Members names and addresses prior to each edition of the magazine being sent out. If you do not wish your name and address to be passed to the printer, online copies are available in the members section of the website.
- The information provided by Members, including images, will be stored electronically by the BTG and password protected.
- All Members have a right to request a copy of the information held by the BTG; to have their information changed or deleted; or to unsubscribe to the e-newsletter. Please contact the Membership Secretary if you wish to do so.
- Any Membership details will be permanently deleted within two months of the new membership year.

Information on Section 1 of the form

Your **contact details** are used in the following ways:-

- To keep a record of your membership of the BTG
- To send you information on BTG activities
- To send you copies of the Tapestry Weaver by email or post
- To list your name and contact details within the password protected 'Members only' section of the website.
- To enable the BTG to collect statistical data.

Information on Section 2 of the form

Will my name/images be on the BTG website?

Your **name** and/or **images** can be shown on the BTG website in the following ways –

- In the Members Gallery **if you decide** to submit images and text (including any contact details that you may submit for this purpose).
- Images of your work provided by you may be used without acknowledgement subject to types of publicity and restrictions
- In BTG exhibition/events information, e.g. as text or images

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

Your name and contact details will only be published if you agree to this with the Editor

What about BTG Exhibition catalogues/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 the form

Will my private contact details be available to other members?

Members private email addresses, BTG Regional area and County 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. If another member wishes to get in touch, you will be contacted by the BTG by email/telephone, so you can decide whether to respond to the person.

Will I have to complete this form again?

Yes: it is a requirement of the GDPR that this form has to be completed when you join or each time you renew your membership of the BTG. If you wish to change your preferences or contact details, contact the Membership Secretary as required.