

1. Introduction

- 1.1 We will do our best to safeguard the privacy of our members, guests and website visitors; here is how we will handle your personal data.
- 1.2 We are acting as the data controller with respect to your personal data. That is GDPR speak for where we determine the purposes and means of the processing of that personal data.
- 1.3 We use cookies on our website which are not strictly necessary for the provision of our website or services, but we will ask you to consent to our use of cookies when you first visit our website (more on this later).
- 1.4 In this policy, "we", "us" and "our" refer to us, Perth Toastmasters Club
- 1.5 We will NEVER sell your data or SPAM you; we will do our best to protect any data you give us.

2. How we use your personal data

- 2.1 In this Section we have set out:
 - (a) the general categories of personal data that we may process;
 - (b) How we obtained the data – its source;
 - (c) What data we collect;
 - (d) How long we keep the data;
 - (e) Why we process personal data – its purpose, and
 - (f) the legal bases of the processing.

Data	Source	What data we collect	Retention Period	Why we need this data	Legal Basis
Data Usage If you visit our website	Data analysis Tracking System (Google analytics)	The usage data may include IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of service use.	N/A	Analysing the use of the website and services	Our legitimate interests, namely monitoring and improving our website and services.
Membership Data	Membership form completed by member; Member's progress via ongoing usage	The Membership data may include name, contact details, employer and email address.	Membership records will be deleted and paper copies destroyed after 7 years of the member leaving the club. Any financial records will be kept for 7 years.	Running our club, running club meetings and related events and providing the services the club provides its members with. Operating our club database and communication system, educational system and progress through it, providing services and communications between club members and other related Toastmasters, including facilitating the mentor system, ensuring club records are kept up to date, facilitating the collection of club membership fees,	Our legitimate interests, namely the proper administration of our Club AND/ OR the performance of a contract and/or taking steps to enter into such a contract.

				ensuring the club and members are in good standing, ensuring training takes place, ensuring communication and management of club via committee, recording of committee members.	
Visitor Sign-In Sheets	Visitor sign-in sheets completed by the guest or member on their first visit of the toastmaster year	The visitor information may include name, telephone and email address.	<p>Visitor sign-in forms will be destroyed yearly at the start of the Toastmaster year on or just after 1st July.</p> <p>Guests (visitors who haven't joined the club) will be removed from our electronic mailing lists 1 year after their last visit to the club</p>	<p>These forms provide a hard copy of consent to contact the visitor and will be kept under lock and key by the Sergeant at Arms.</p> <p>Visitors will be added to our electronic management communication system called EasySpeak for the purposes of informing about events and news from the club.</p>	Consent and our legitimate interests, namely the proper administration of our Club
Enquiry Data	Enquirer or visitor to the Club	Any information provided in relation to an enquiry about our goods or services.	Records will be deleted within 1 year.	Offering information, advice and services depending on the enquiry.	Consent and Legitimate interest namely responding to the enquiry
Contest data	Member	Contact information, eligibility certification, biography information	Some records will be	Ensuring compliance with Toastmasters	Legitimate Interest, namely, the running of a

			destroyed immediately after a contest and some will be retained until the Final round of the contest is complete and will then be deleted.	International contest rules and protocols, including eligibility verification	Toastmasters International compliant speech contest
Agendas	Member or guest to the club	Name, club, club officer roles and sometimes email address	Within 2 weeks, sheets are shredded	Agendas are required to assist with meeting management and sign in sheets are required to log attendance, in some cases to comply with security or fire procedures, in some cases to report training attendance to Toastmasters International. Guests use a sign in sheet to allow us to add them to the Easyspeak system (more on this later)	Contract, in the case of club office training requirements or fire & safety procedures, Legitimate Interests, namely to operate the club and its associated events, and sometimes consent, usually in relation to guests
Feedback & Evaluation Forms	The member or guest	Name, club. These forms should be accepted anonymously.	3 years	Feedback given to individuals is not the Club's concern. Feedback about the club or an event is collected in order to improve events	Legitimate interest, namely in the pursuit of improving our services

				or clubs or to deal with any concerns	
Supplier Data	Suppliers and potential suppliers, publicly available records, your employer or a colleague	Name, address, email address, telephone number, employer, job title or role, contact details, and information contained in communications between us and the supplier or their employer.	Records are kept indefinitely unless specifically requested or contractually obliged.	Managing our relationships with suppliers, communicating with suppliers, keeping records of those communications.	Consent OR our legitimate interests, namely the proper management of our supplier relationships.

- 2.2 We may be legally obliged to retain or process personal data, such as for financial records, a court action or an insurance claim.

3 Providing your personal data to others

- 3.1 We might need to disclose your personal data to our insurers and/or professional advisers so that we can professional advice, or the establishment, exercise or defence of legal claims.
- 3.2 Your data is shared with 2 online providers as follows, plus, when using the website, Google (see Cookie sections):
- (a) Toastmasterclub.org website, also known as EasySpeak – Personal data is processed so that we can maintain the efficient running of the club. When we share your personal data with this website an account is set up on your behalf. You can protect what information is shared using permissions which you set. This account and the running of this website is done so under this privacy agreement - <https://toastmasterclub.org/portal.php?page=6>. We use this online software to communicate information about club meetings and other Toastmaster events. You can unsubscribe to these emails at any time and in particular, if you leave the club. We also record your activities, such as participation in the club or committee, your educational progress, in order to run the club efficiently.
- (b) When you join Perth Toastmasters, you are also joining Toastmasters International (TI). We share data with TI and the Toastmasters.org website, which is owned and operated by Toastmasters International. This is required for the efficient running of our club and your membership with Toastmasters International, including participation in the Educational Programme (such as Pathways). For as long as your membership is up to date, we will make payments to TI on your behalf and you will have your own personal account within the TI website, where you can set permissions regarding your personal data. This account and the running of this website is done so under this privacy agreement - <https://www.toastmasters.org/Footer/Privacy-Policy>.
- 3.3 We may also take photos during club meetings to help publicise the club on social media, websites and other media. If you do not wish to be included in such images, we ask you to make your wishes clear and avoid being photographed. If you think you have been included in a photo please let the photographer know so that it can be deleted immediately.

4. International transfers of your personal data

- 4.1 Sometimes your personal data may be transferred to countries outside the European Economic Area (EEA).
- 4.2 The TI website is situated in USA. Data may be transferred outside USA and Canada. Transfers to each of these countries will be protected by appropriate safeguards, namely the use of standard data protection clauses adopted or approved by the European Commission. For more information about how your data is used and protected, please see TI privacy agreement - <https://www.toastmasters.org/Footer/Privacy-Policy>

5. Retaining and deleting personal data

- 5.1 Personal data that we process for any purpose shall not be kept for longer than is necessary for that purpose.
- 5.2 We will retain your personal data for no longer than it is necessary for the purpose for which the personal information was collected.

5.3 We may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

6. Amendments

6.1 We may update this policy from time to time by publishing a new version on our website.

6.2 You should check this page occasionally to ensure you are happy with any changes to this policy.

7. Your rights

7.1 You have some rights which we have summarised in this section. Some of your rights are complex and you should read the relevant laws and guidance from the regulatory authorities for a fuller explanation of these rights.

7.2 Your principal rights are:

- (a) the right to access your data and know the purpose of its processing.
- (b) the right to have inaccurate data rectified;
- (c) the right to have your data deleted and to be "forgotten";
- (d) the right to restrict our processing of your data;
- (e) the right to object to our processing of your data;
- (f) the right to data portability – ie to have your data supplied in electronic format when this is possible.
- (g) the right to complain to a supervisory authority if you feel we have not processed your data correctly.

7.3 You may exercise any of your rights in relation to your personal data by contacting us (see our contact details below).

8. Third party websites

8.1 Our website includes hyperlinks to, and details of, third party websites.

8.2 We have no control over, and are not responsible for, the privacy policies and practices of third parties.

9. Personal data of children

9.1 Our services are targeted at persons over the age of 18.

9.2 If we have reason to believe that we hold personal data of a person under that age in our databases, we will delete that personal data.

10. Updating information

10.1 Please let us know if the personal information that we hold about you needs to be corrected or updated.

11. About cookies

- 11.1 A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.
- 11.2 Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.
- 11.3 Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.

12. Cookies used by our service providers

- 12.1 Our service providers use cookies and those cookies may be stored on your computer when you visit our website.
- 12.2 We use Google Analytics to analyse the use of our website. Google Analytics gathers information about website use by means of cookies. The information gathered relating to our website is used to create reports about the use of our website. Google's privacy policy is available at:
<https://www.google.com/policies/privacy/>.

13. Managing cookies

- 13.1 Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via these links:
 - (a) <https://support.google.com/chrome/answer/95647?hl=en> (Chrome);
 - (b) <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences> (Firefox);
 - (c) <http://www.opera.com/help/tutorials/security/cookies/> (Opera);
 - (d) <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies> (Internet Explorer);
 - (e) <https://support.apple.com/kb/PH21411> (Safari); and
 - (f) <https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy> (Edge).
- 13.2 Blocking all cookies may have a negative impact upon the usability of many websites.
- 13.3 If you block cookies, you may not be able to use all the features on our website.

14. Our details

- 14.1 If you would like to contact us about your personal data, or about your use of this website, please contact Perth Toastmasters Club, associated with Toastmasters International club number 2173536

14.2 We can be found at our current meeting place, the Perth Subud Centre, 7 St. Leonards Bank, Perth, PH2 8EB, on the 1st Monday of each month except in December. We meet between 7pm and 9pm.

14.3 You can also contact us by completing our online form here – <https://www.perthtoastmasters.org/contact>