

The Fly Dressers Guild (the "FDG") is a data controller as defined by the General Data Protection Regulation or the UK Data Protection Act 2018, as relevant, and this notice tells you about the information that we collect from you, why we collect it, and who we might share it with.

### **What information do we collect from you?**

When you join the FDG we will ask you to complete a form with your name and contact details, including your address, email address and telephone numbers. We will also ask for your date of birth if you are under 18. In addition, if you wish to pay by standing order, we will ask you to complete a standing order form with your name and bank account details or, if you are paying your membership via PayPal, the email address you use for PayPal.

We will also ask you for certain information if you would like to be included in any of the following lists: (i) guest speakers and demonstrators, (ii) members willing to volunteer at shows, or (iii) instructors and assessors for the Guild Awards programme, all of which are published in the Members' Area of our website. The information requested will include your name, email and/ or telephone number, area where you live, the topics you can cover, areas of interest, skill level and/ or relevant qualifications, and geographic regions you are willing to travel to, as appropriate. We will also ask you for information if you purchase merchandise from the FDG, in which we will ask you to provide us with your name, contact details and preferred payment method. Similarly, if you wish to contribute to the FDG's magazine *Flydresser* or its website, we will ask for your name, email and/or telephone number and address.

If you are a member of the FDG Executive Committee or an officer of a Branch who has been designated as the contact person for that Branch we will ask you to provide your name, Branch (if relevant) and contact details for use by members of the FDG Executive Committee, as well as any contact details you would like to have published on the Guild website.

### **Why do we collect this information?**

Your name and contact details are required so we can send you your membership card and the FDG's journal *Flydresser*, as well as to contact you about your membership. In addition, we may send you information about events organised by or involving the FDG, such as our fly-fishing and fly-tying competitions and fishing and fly-tying shows. If you are under 18, you will benefit from a reduced membership subscription until you are 18 years of age. A completed standing order form or the email address you use for PayPal is required if you wish to use those methods of payment for your annual membership subscription to the FDG.

If you wish to support the FDG and its Branches by speaking or demonstrating at their events, volunteering at shows or acting as an instructor or assessor for the Guild Awards programme, interested parties must be able to assess your likely interest and contact you directly. If you submit contributions to *Flydresser* or the FDG's website, we need to be able to contact you about them. If you buy any merchandise from us, we need to be able to contact you about your payment and send you your merchandise.

Members of the FDG Executive Committee need to be able to liaise with each other and also with Branches. Individuals wishing to join the FDG or a Branch need to be able to contact the relevant person.

### **Who might we share this information with?**

We will share your name and address with our contracted printers, so that they can send you the FDG's journal *Flydresser*. If you pay by standing order, we will send your completed standing order form to your bank so that they can make annual payments of your subscriptions.

If you enter any of the FDG's competitions, we may publish your name, Branch (if any) and details of your catch in *Flydresser*, our website and social media channels. In the case of fishing competitions, we may also provide this information to the fishery for posting on their notice board, website and their social media channels. If you are a winner, we may pass your name and address to the competition's sponsor so that they can send you any prizes.

However, none of these organisations will be allowed to use your details for any other purpose, and we will not disclose your information to any other parties without your consent unless this is required by UK law.

Please note that information that you provide to us to include on our website will be publicly available. Information published on the Members' Area of the website can be accessed and downloaded by members.

### **What do we do with your information?**

The information that you have provided to us to join the FDG as a member will be held and processed securely by the FDG, and will only be accessed by authorised officers. We will only use the information that you have provided for the purpose of your membership of the FDG, and will not use it for any other purpose.

### **How long do we keep hold of your information?**

In the case of members, the FDG will keep hold of your information for as long as you keep your membership of the FDG, and for up to two years after you have ceased to pay your subscription or, if you are a non-member, for up to two years after you have first provided it or we have confirmed with you that you are still happy for us to retain it.

### **How can I obtain a copy of the information that you hold about me or ask you to remove me from your database?**

By making a subject access/ removal request, including your full name, address, and Membership number, and writing to David Richards, Membership Secretary, at 17 Gelligaer Street, Cathays, Cardiff CF24 4LA, United Kingdom or [membership@flydressersguild.org](mailto:membership@flydressersguild.org).