GERRARDS CROSS SCOTTISH COUNTRY DANCING

WELCOME PACK

2019/2020

WELCOME!

We look forward to getting to know you in the weeks ahead and hope you enjoy dancing with us and the wider dancing community.

Our teacher is Rose Kreloff.

In this pack you will find:

 This year’s dates

 Details of our website

 What to do if you can’t make every Tuesday evening

 Refreshments Rota

Fire procedure

 List of Committee Members

 Details of where to buy dancing shoes

 A Data Protection form which we need you to complete

THIS YEAR’S DATES

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| Autumn Term 2019 |
| Sept | 10th, 17th,  | No dancing on 24th for Jumble Sale |
| Oct | 1st, 8th, 15th, 22nd,29th |  |
| Nov | 5th, 12th, 19th, 26th |  |
| Dec | 3rd , 10th | 10th : End of Term Bring & Share |
|  |  |  |
| Spring Term 2020 |
| Jan  | 7th, 14th, 21st,28th | Also Sat 11th rehearsal and Sun 19th Teadance |
| Feb | 4th,11th, 25th | No dancing on 18th for Half Term |
| March | 3rd,10th,17th, 24th,31st | 31st: End of Term Bring & Share |
|  |  |  |
| Summer Term 2020  |
| April | 21st, 28th |  |
| May | 5th,12th,19th,26th |  |
| June | 2nd, 9th,16th,23rd,30th | Also Sun 28th Teadance |
| July | 7th,14th | 9th: End of Term Bring & Share |

In the unlikely event of having to cancel a Tuesday class at short notice we will try to email you and post a notice on the News Page of our Website.

Attendance

Please remember to tick your name on arrival so that we have a record of your attendance. This will be used in the event of fire to check everyone has got out safely.

What to do if you can’t make every Tuesday

If you know in advance that you can’t make a future date please put a cross against your name on the attendance sheet for the relevant date.

If you find you can’t come at the last minute please email the membership Secretary, Jane Sheehan: Janemarionsheehan@gmail.com

Our Website

Our website is at [www.gxscottish.org](http://www.gxscottish.org)

In addition to up-to-date information on costs and dates, you will find details of our Dance of the Month in the News section, and details of what we have danced each week, with links to the cribs and videos, in the section of that name.

Refreshments Rota

We enjoy tea, squash and biscuits each week in the interval. The housekeeping co-ordinator provides the ingredients but we need people to help make the tea and wash up .Please sign up on Catriona’s rota.

Fire Procedure

In the event of Fire please leave all belongings and congregate at the big cedar tree in the carpark so we can check everyone is out.

Our Committee

Chairman: Suzanne Tea-Dance: Joyce

Treasurer: Roger Less-experienced co-ordinator: Moira

Housekeeper: Catriona Publicity: Ian

Membership: Jane Website: Fiona

Where to Buy Dancing Shoes

Ask for the options for Scottish Country Dancing at

Amersham: Dancers’ Boutique:www.dancersboutique.co.uk

Wembley: Scottish Dance Shoes: [www.scottishdanceshoe.co.uk](http://www.scottishdanceshoe.co.uk) (also by mail)

Mail Order: [www.standrews-shoemakers.com](http://www.standrews-shoemakers.com) & [www.thistleshoes.com](http://www.thistleshoes.com)

**GX Scottish Country Dancing Club Privacy Policy**

We are required by law to maintain records of your consent to our holding data about you. Please read our Privacy Policy (below), complete the slip at the bottom and return to the Chairman as soon as possible.

**Personal Data Held**

The following data may be held for each member: contact details i.e. full name, telephone number, address or email address; attendance details i.e. dates attending and experience level; financial details i.e. whether paying weekly or termly. Bank account details for payment and reimbursements may be held by the bank (HSBC) which has its own privacy policy.

**Reason for holding and lawful basis**

The reason for holding this data is for membership administration and contact only. The lawful basis for holding this data is GXSCDC has your consent to do so and has a legitimate interest in the data solely for the purposes outlined in the policy.

**Data Control, Access & Storage**

Contact details are maintained on paper by the Membership Co-ordinator. Committee members have access on request.

Attendance details and whether paying weekly or termly are maintained online as part of the weekly record by the Treasurer and Membership Co-ordinator. These are held on the Cloud. Only committee members have access to them, secured by log-on id. Only first name is used with a distinguishing initial where needed.

**Data Sharing**

Data will not be shared with any third party or organisation without the prior explicit consent of the member, except as may be required to comply with the law. E-mails to members will be sent using the blind copy facility to ensure your details are not passed on to other members. E-mails between committee members will however not use the blind copy facility so that views can be shared more easily.

**Data Retention**

If you tell the Membership Co-ordinator that you wish to leave the club or if you do not attend club evenings for more than one complete term your details will be removed from the current members lists, unless you specifically request otherwise. You will then be invited to add your name to our Visitors List. Contact details will be used to invite you to special events. If you do not attend any events over 2 years your details will be removed from this too. Historical attendance data will be retained for up to 3 years to provide comparative statistics. After 3 years it will be deleted . Paper versions will be securely destroyed by shredding.

**Your Rights**

You have the right to see a copy of any data held about you and to request it to be corrected, restricted or deleted at any time. Any such requests should be submitted to the Chairman. You may lodge a complaint with the Information Commissioner’s Office if you do not think we are using your data correctly. You can withdraw your consent to our holding your data at any time. Withdrawal or denial of consent does not preclude you from being a member of the GXSCDC. It does however mean that you would not receive any communication from the club and that your attendance would not be taken into account in any decisions the club takes.

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**Consent**

I , ………………………… ……………..consent to GXSCDC holding details about me as described above.

Signed : Date: