

## **The Incorporation of Hammermen of Edinburgh Privacy Statement**

In the text the Incorporation of Hammermen is referred to as “the Incorporation”

The Incorporation of Hammermen of Edinburgh is a membership organisation, and by submitting an application form, the members as a matter of contract, agree to share the information therein contained and as it may be updated with one another and with the Incorporation. This information is periodically circulated to and shared with other members of the Incorporation in the traditional format of an Inventory of Members

The personal information held about individual members is that as provided on the said form and is used by the Incorporation solely and exclusively to inform members about the Craft’s activities, including information regarding due payment of annual subscriptions, and other activities such as those carried out by or under the aegis of the Conventry of Trades and/or other organisations such as other Incorporations and the Burgess Association of Edinburgh in which the Incorporation believes its members may be interested.

The information is held and only accessed by the Boxmaster on a password protected computer and is not shared with any other party or persons, except HMRC when applications are made for reclaim of tax under the Gift Aid scheme in relation to payments made to the Hammermen’s Charity Account.

If members wish to terminate membership of the Incorporation of Hammermen of Edinburgh their personal details will be removed from the members database. Archive details, including details of subscriptions paid, will be retained including those necessary to satisfy the requirements of OSCR and HMRC.

Members wishing to see or amend their own personal data held on the Hammermen Database should contact the Boxmaster.

Boxmaster  
March2019