



www.toastmasters.org

Cass Toastmasters Privacy Policy

Cass Toastmasters Club cares about privacy. This notice explains how the club collects your personal data, how it is used, the conditions under which the data may be disclosed to others and how it's kept secure.

Our club holds personal information for the purpose of running the club and the benefit of members and guests. We work to ensure that the data is held in compliance with all appropriate data regulations, the Data Protection Act 1998, General Data Protection Regulation (GDPR) and Data Protection Bill 2017-2019.

Below is a summary of what information we hold, where it is held, who has access to it and why. We work to ensure that anybody we share the data with treats it appropriately.

If you have any concerns or questions please contact the committee at casstoastmasters@gmail.com

Who is in charge

Cass Toastmasters a social club run by members for the benefit of members. It is closely associated with Toastmasters International (TI), a non-for-profit organisation based in the USA.

The club is managed by an elected committee that may consist of:

- President
- VP Education
- VP Membership
- VP Public Relations
- VP Mentoring
- Treasurer
- Club Secretary
- Sergeant at Arms

And also appointed persons such as:

- IT Support

The committee can be contacted via our email: casstoastmasters@gmail.com

What information we collect

We ask for different information about you depending on your relationship with the club. Below are the key relationships and the information collected for each one.



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Guest Information

From visiting guests we ask for name, phone number and email address only. (N.b. guests are not required to provide this information). This information is not shared outside of the club, and is purely held for following up on your experience at the club and informing you about future meetings and about membership and joining the club.

If you are registered at www.toastmasterclub.org and are doing a role at a meeting (such as General Evaluator or a Guest Speaker) we will also request your EasySpeak username so you can be added to our agenda (on EasySpeak at <http://casstoastmasters.toastmasterclub.org>).

Prospective Members

If after visiting our club a guest decides to join, then we will collect:

- Full Name
- Email Address
- Postal Address
- Gender (Male / Female / Other)
- Phone numbers (mobile/home)

This information will be captured and shared with Toastmasters International (TI) and their web portal at www.toastmasters.org. For full participation in activities of the club it is necessary to join Toastmasters International (TI). Our VP of Membership will assist you with paperwork needed to join TI, registration with TI and payment of membership dues.

Club Members

After becoming a member, we will create an account for you on EasySpeak (<https://toastmasterclub.org/>), which will allow you to schedule your club meeting speeches and roles and to be kept up to date with club news. If you are a member of another Toastmasters club we will link your membership to that account. EasySpeak is a shared resource between the clubs you belong to and you. You can see, update and delete the information as needed within your 'My Profile' section of the website at <https://toastmasterclub.org/profile.php?mode=editprofile> .

We retain the information collected from you when you were a prospective member. We track information such as your mentors and your mentees and progress with the educational programme and participation in club activities, including your voting on club matters during elections and throughout the year.

Award Winners and Club Officers

If you are elected a club officer or happen to win an award, we would like to take a photo at award handover. As a club we would like to share such photos with club members, guests and others interested in the club through emails and social media. If you do not provide consent for such use of your photo. We will do that only if you provide an explicit consent for our use of your photo in such a way.



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Children

Membership and participation in club activities is open to adults aged 18+ only. We do not sell, offer or provide any services to children. We do not knowingly collect personal information from children below 18.

Website Visitors

Our website at <http://castoastmasters.co.uk> does not collect personal information. We do use cookies to track website views and general visitor information, but never tie this to individual users

Who has access to your information

As a club we work on protecting your personal data. One of the measures is limiting access to your data to club committee members and functionaries that need to know it for performing their role such as:

- A Contest Chair (the contact details of the contestants)
- A Mentor/Mentee (the contact details of their Mentee/Mentor respectively)
- A special event organiser.

We also share information with several third parties (such as TI and EasySpeak) as detailed below.

Where the club stores data

Below is a list of locations this club stores personal data and who has access.

N.b. we may add locations to this in the future by agreement with the committee and notification of our members.

Toastmasters International

We share your information with Toastmasters International (TI) when you decide to become a member. TMI maintains and stores the information listed above. Being a member of TMI is a part of being a 'Toastmaster'. You can view their privacy policy on their website;

<https://www.toastmasters.org/footer/privacy-policy>

N.b. the TI website (www.toastmasters.org) is where you will access the online training program Pathways and other educational materials.

You agree to receive email and postal communications from Toastmasters International when we complete the registration process on your behalf. Once we have registered you with TI you can manage the privacy settings for your personal information and opt out of receiving information from TI by post or email at any time

easy-Speak Ltd



www.toastmasters.org

EasySpeak is a Toastmasters meeting management site run by easy-Speak Ltd. You can see their privacy policy here: <https://toastmasterclub.org/portal.php?page=6>

Note, whilst the information held may be created on your behalf the information is fully manageable and controlled by you and any clubs you are a member of.

Google Docs/ Dropbox

Cass Toastmasters Club uses Dropbox to share club organisational information. By default only club officers (and incoming club officers) can access this information. Certain files may be shared with other club members to support specific needs. We are moving towards using Google Docs for club documents as access can be controlled and revoked easily.

Email accounts

We have a single club email account **casstoastmasters@gmail.com** accessible by the committee. This may contain personal information, especially during new member registration. All official club business emails should go through this account rather than via personal accounts.

Social Media - Twitter / Website

Our club has a social media presence. We may post articles naming members such as speech or evaluation winners at meetings and other club news. Your name will be mentioned only if you provide explicit consent for the club to share your name on social media and online. Your photos will be shared only if you provide explicit consent for the club to share your photos on social media and online.

WhatsApp Group

Our club maintains two invite only WhatsApp groups for club business. A general members group and a club officers group.

WhatsApp is a messaging and data sharing tool provided by WhatsApp Ireland Limited. WhatsApp Privacy Policy can be found at <https://www.whatsapp.com/legal/?eea=1#privacy-policy>

Meetup

We maintain a Meetup group for announcing club dates and meeting information. Unless we ask for registration for special events no personal information is stored here. If we have a special event we might ask for Name, email, club as appropriate.

Meetup Privacy Policy can be found at <https://www.meetup.com/privacy/>



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GoCardless

We use GoCardless to handle club dues payments. You can see their privacy policy here:

<https://gocardless.com/legal/privacy>

N.b. whilst GoCardless may take your bank details and setup payments, that information is not shared with us. The only information we receive who has set up a payment plan with our club and when a payment is taken.

How long do we keep hold of your information?

If you cease to be a member of this club, or you are a visitor to this club and in either instance have not had contact with the club for more than 90 days, we will contact you to ask whether you wish us to continue to hold your personal information. If we do not hear from you within 30 days we will delete your personal information from **Dropbox** as soon as possible after the 30 day period.

Please, note this only applies to data the club holds directly or via service providers. Please, refer to Privacy Policies of Toastmasters International and easy-Speak Ltd for their respective policies on keeping your information.

Your Rights

Under the data protection regulations you have a number of specific rights as specified here:

<https://gdpr-info.eu/art-13-gdpr/>

To summarise you have the right to:

- know who is holding your data (details above)
- know who to contact: **casstoastmasters@gmail.com**
- know what data we collect and what we do with it (see above)
- know who we share information with and why (see above)

Additionally, you have the right to:

- ask us what information we hold on you.
- update or rectify inaccurate, incomplete or out of date data we hold on you
- to ask us to delete your information
- withdraw consent to direct marketing communication.
- raise a complaint with the ICO - <https://ico.org.uk/>

Complaints

If you have any complaints, please email us at casstoastmasters@gmail.com. If you have raised a complaint with us and are still dissatisfied, you may report your concern directly to the Information Commissioner's Office.

Version History

V1.1 - created **28 January 2019**