# **Privacy Consent (GDPR) for Club Members**

Frederiksberg Toastmasters takes your privacy seriously. This consent explains how the club collects and processes your personal data and allows you to indicate the boundaries on how this data can be used.

#### **Private Data**

#### We need to store data about you for club-related issues

The club officers store and use your name and email address to communicate with you or provide relevant data on club-related issues. In some cases, we may also need your payment data to process membership fees, which we quickly dispose of after processing.

#### We need to store data about you to manage meetings on EasySpeak

If you are registered in EasySpeak (i.e., the European Toastmasters website), your full name is only visible to other members who are registered in EasySpeak. Your email is not visible to anybody in EasySpeak, which is GDPR-compliant. We recommend communicating with other members and club officers through EasySpeak.

#### We need to share data about you with Toastmasters International

The club membership application form also collects your address and phone number because it is required by the Headquarters of Toastmasters International. The Headquarters may send you relevant materials (such as newsletter) to your address. The Headquarters is located in the United States and it may use a third party company (which helps to create an easy-to-use email recipient list) to manage its communication with you. The Headquarters vets these companies in advance to make sure they are compliant with the current laws and regulations, and to make sure they will use your data only for the stated purpose.

## We never sell data about you

The club will never sell your data. Your data will not be deliberately shared with a third party for marketing purposes.

## We need to store data about you as long as you are a member

The data is required while you are a member. Your data will be retained as long as you are a member. The club is required to delete your data after the cessation of your membership at a later date. You have the right to ask the club to remove any of the data from our records at any point.

The accuracy of your data is important to us. Should your data change, or should you not want your data stored any longer, please reach out to any club officer. You may request to view the data about you at any time.

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I agree with all items above as a member of Frederiksberg Toastmasters.

## ← I agree with keeping my data for my own benefit later in time.

I give permission to the club to keep my data in perpetuity or until I rescind this permission in writing at any time, in order to allow the club to retrieve my account data upon my request and solely for the purpose of my own benefit, should I decide to join Toastmasters again.

## **Photos**

## We take audience photos, potentially including you, and use them on social media

The club may use photos of the audience (i.e. when many people on the same image) from its meetings for promotional activities by posting them on social media, such as the club's Facebook page, LinkedIn page, and Meetup page. These posts help us spread the word about Toastmasters and our club.

| $\leftarrow$ | I aaree | to appe | ear in d | audience | photos | posted | on | social | media. |
|--------------|---------|---------|----------|----------|--------|--------|----|--------|--------|
|              |         |         |          |          |        |        |    |        |        |

I give my permission to appear in an audience photo on social media. Otherwise, I will inform a board member in person, such that the board and vice president of public relations will remember my face.

#### We take focused photos of you and use them on social media

Apart from the audience photos, we may also take a photo of only you or together with a few people where you and the other people are the main focus of the photo, and post them on our social media channels. An example is a photo of award winners or contest participants.

| ← I agree to appear in focused photos posted on social media.  I give my permission to put a photo of me on social media in case I am a central focus of a photo.  |
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| ← I agree to be tagged on Facebook for focused photos.  If I am in a focus photo, I give my permission to be tagged on Facebook by our club. The tagging implies that your connections on Facebook may be prompted to see the photo. |
| ← I agree to be tagged on LinkedIn for focused photos.  If I am in a focus photo, I give my permission to be tagged on LinkedIn by our club. The tagging implies that your connections on LinkedIn may be prompted to see the photo. |

#### **Videos**

# We take speech and evaluation videos and upload them to a closed YouTube channel for the club

During meetings, we may record videos of prepared speeches and speech evaluations so that members can watch their speeches later and improve their progress. Even though it is not easy to watch a video yourself, it is one of the best feedback tools you can get.

To make the process of sharing the videos much easier and faster, we upload the videos to a closed YouTube channel, to which only club members will have access. If you do not want anybody to see the videos of your speech except you, we will share the video only with you, but it will be a more time-consuming process for us.

|   | ← I agree to be recorded on videos.  I give my permission to record my speeches and evaluations on video by the club.  |  |
|---|--|--|
|   | ← I agree with uploading videos of me to a YouTube private channel.  I give my permission to upload recordings of my speeches privately on YouTube and share them with me. |  |
| ← I agree with uploading videos of me to a YouTube closed club channel.  I give my permission to upload recordings of my speeches on the closed YouTube channel for the clu |  |  |

I understand that Frederiksberg Toastmasters complies with GDPR and I have read and filled all above.

| Full Name | Date |
|-----------|------|
|           |      |
| Signature |      |

Board members: photograph both pages in good light and legible resolution, upload the two images to our GDPR Google Drive folder in a folder with the full name of the member (may need folder creation), then fill the GDPR members sheet in the Google Drive folder with the preferences, and give the pages back to the member. Contact the Club Secretary for additional guidance.