

## **The Lace Guild Teacher and Group Lists 2021**

I volunteer to maintain and compile the Teacher and Group Lists for The Lace Guild. This is not a service provided by The Lace Guild, but one that I have taken upon myself to keep updated. The old lists were very out of date and the staff at The Hollies no longer have the time to maintain them.

Sustaining the lists is hugely time consuming. For the past few years, (in order to compile usable lists), I have personally telephoned teacher /group contacts who have not provided an email address, to update the contact information. This is no longer practical, and would not be General Data Protection Regulation (GDPR) compliant for those who have not completed an updated form. I feel that the time is right to place the onus back with those who wish to be included on the lists, so it will now be up to groups/teachers to update their contact details.

**If you wish to be included on either list, then you must complete a new form and provide an email address. ALL FORMS MUST BE RETURNED BY EMAIL AND NOT IN THE POST DUE TO COVID-19.**

YOU DO NOT NEED TO BE A MEMBER OF THE LACE GUILD.

### **TEACHERS:**

Please note that I have uploaded a copy of the list of names I have, in alphabetical order, to The Lace Guild's website. If your name is highlighted **RED**, then I have not received any updates since before early 2019; or you have not completed the updated form.

If no updated information is received by 15<sup>th</sup> January 2021, then your name will remain highlighted in **RED** on the alphabetical lists. For those who have completed a new form, your name will appear as normal on the lists.

**NB. Forms completed before mid 2019 may not be compliant with GDPR, so you **MUST** complete a new form to stay on the list.**

### **GROUPS:**

As with teachers, there are lists of groups in alphabetical order of name and county on the website. Out of date information (not renewed within the past 2 years) will be highlighted in **RED** on the alphabetical list.

### **FORMS:**

Both the Group and Teacher forms are available on the Lace Guild's website and in the 'files' of Lacemakers group on Facebook. You may also contact The Hollies for a copy(to be sent by email only), but please note that the office will be closed from Friday 18<sup>th</sup> to January 6<sup>th</sup>.

**NB:** The correct form **MUST** be completed. Letters or emails will not be considered as they will not be compliant with GDPR.

Once updated, the alphabetical lists of names and counties where people teach / where groups meet, will be made available on the website and on Facebook in various lace groups. No contact details are shared generally, due to GDPR restrictions. I only share details with those who make genuine enquiries.

Updated lists will be produced at the end of January each year, so the cut off date for replies is 15th January. This will give me time to make sure your details are correct and included on the list. Any information received after this date will be included in an appendix to the lists held at The Hollies and to send out to Shows, etc. I will then generally update the main lists every 2-3 months, depending upon when I have the time and how many updates are needed.

For any queries, it is best to contact The Hollies by email and the staff will then forward them on to me.

Andrea Gaskell