

# **THE ARTS SOCIETY – WOKING**

## **PRIVACY POLICY**

### **Background**

The new General Data Protection Regulations (GDPR) came into effect on 25 May 2018; this is the first major review of data protection laws for twenty years and has primarily been introduced to better protect the privacy of individuals.

We are committed to protecting your privacy and the protection of any data that we collect concerning you; we are intent on maintaining the trust and confidence of our Members, and in this Policy we have provided information on when and why we collect your personal data and how we use it.

Please read this Privacy Policy carefully and ensure that you understand it; your acceptance of this Policy is deemed to occur upon your first reading. Should you have any questions, please contact the Chairman or the Membership Secretary via the website, [www.wokingdfas.org.uk](http://www.wokingdfas.org.uk)., or e-mail on [memdfas@gmail.com](mailto:memdfas@gmail.com)

### **Key Principles**

The key principles underpinning the legislation is the requirement of the processing of personal data to be :-

- Lawful;
- Fair;
- Transparent.

Although we have interpreted the legislation and feel that our communications fall under the joint requirements of contract fulfilment and legitimate interest; it is our understanding that this Policy must be able to clearly answer the following two specific questions, namely :-

- Why does this Society want your personal information;
- What are we going to do with it?

## **What Personal Information do we Collect?**

### **Personal and Contact Details**

- Full name;
- Address;
- Postcode;
- Telephone number;
- E-mail address;
- Bank account details.

## **How is this Information Collected and Held?**

### **Collected**

- From the Membership Application Form;
- From cheques submitted when paying your annual subscription;
- By telephone, e-mail or personal conversation if additional information or clarification is required.

### **Held**

Personal and contact details are held electronically on a password protected computer database.

Completed Membership Application Forms are initially held in hard copy by the Membership Secretary.

## **Communication with Members**

There will be times when it is necessary to contact you, in order to provide information about meetings, lectures, trips and special events; on these occasions the preferred method is e-mail. If you do not have an e-mail address we will get in touch by post, or by telephone.

## **Security of Information**

The computer database is password protected and can only be accessed by authorised Society officers, namely, the Chairman, the Membership Secretary, to maintain membership lists, and the Treasurer, to maintain financial records.

Completed Membership Application Forms are held in hard copy by the Membership Secretary until the personal information is transferred to the computer database.

## **How Long is Personal Information Held?**

The computer database is compiled annually by the Membership Secretary, over the period October to December, when Membership renewals are processed. There will be continual adjustments made during the year, as Members cancel their Membership and new Members join.

Your personal details are retained only for as long as necessary to provide you with our services; Members who have moved away, no longer attend lectures, pass away or do not renew their Membership are deleted from the database as they occur, or when the annual Membership renewals are processed.

## **Transfer or External Third Party Use of Members Personal Details**

Your personal information is strictly confidential to The Arts Society and is never sold, traded or transferred to a third party for any purposes, including marketing, **under any circumstances.**

## **Your Rights**

You have a number of rights in relation to your personal information, these are :-

- **Access.** You have the right to access and receive a copy of the personal information that the Society holds about you, see below;

- **Change, restrict, delete.** You may also have rights to change, restrict my use of, or delete your personal information;
- **Object.** You can object to the processing of some of your personal information based on the Society's legitimate interests. In such cases your personal information will be deleted, unless we have legitimate grounds to continue using that information;
- **Complain.** If you wish to raise a concern about the use of your information, and without prejudice to other rights you may have, you have the right to do so with the Information Commissioner, who oversees data protection law; their website is [www.ico.org.uk](http://www.ico.org.uk).
- **The Right to be Forgotten.** The legislation introduces the "Right to be Forgotten". This gives you the right to request that not only are your details removed from the database, but any historic information is also deleted. It must however be remembered that the Society is required by law to retain financial information on income and expenditure, and this therefore includes membership subscriptions, for a period of six(6) years; this legal basis will take precedence over any request to remove personal information.

We are obliged to make you aware of your rights, but please do not lose sight of the fact that we only retain and use your personal information to keep you informed of the events that the Society provides to you as a Member; **and for no other purposes.**

### **Data Control**

For the purposes of the GDPR, the Membership Secretary is the data controller of your personal information. If you have any questions or concerns they can be contacted by e-mail via our website, [memdfas@gmail.com](mailto:memdfas@gmail.com).

**Changes to this Policy**

Any changes to our Privacy Policy will be placed here and will supersede this current version. We will take all reasonable steps to draw your attention to any changes in our Policy and you will be deemed to have accepted the terms of the latest Privacy Policy on your first use of the website following the alterations.

**Effective Date**

This Policy is effective from 25 May 2018.

May 2018