



The Arts Society Henfield
member society of the Arts Society

IMPORTANT ACTION REQUIRED
GDPR CONSENT FORM

September 2018

Dear Member

DATA PROTECTION REGULATION (GDPR)

PLEASE COMPLETE BELOW FOR GDPR COMPLIANCE
and return to the Membership Secretary

The Arts Society Henfield will store and handle your information in compliance with the Data Protection Act 1998 and the General Data Protection Regulation effective from May 2018. This information will be used for the running of the society and to ensure that you receive the latest news and information about upcoming events. Your society is a member of The Arts Society and members details will be passed to them to enable inclusion on the mailing of their quarterly magazine and other communications including information about upcoming national events or items of legitimate interest.
(see information overleaf before signing)

I have read and consent to the storage and use of my personal information as stated

Signature:

Date:

Name:
(Printed)

Membership Number:
(shown on back of green membership card)

Address:

Email:

Tel. No:

By Post- please return to **Membership Secretary, Backsettown Farmstead, Furners Lane, Henfield, West Sussex BN5 9HS**

By email - please send to henfield@theartsociety.org

By hand - please hand in when logging in at meeting

PLEASE NOTE THAT SUBSCRIPTIONS (£29 per person) FOR 2019 ARE DUE BY 1 DECEMBER 2019



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Short form privacy notice and compliance with General Data Protection Regulation GDPR

This is an abridged version of our policy concerning the General Data Protection Regulation. Please look at our website or contact the Membership Secretary if you would like to see the complete version.

The **personal data** we hold on you arises solely as a function of you being a member of The Arts Society Henfield. The **personal data** will comprise the information that you have provided to us. This will usually include:

1. Your name and address, telephone number(s) and email address.
2. You may also have provided information of a person or persons to be contacted in the event of an emergency, medical or otherwise.

We will use any **personal data** to

1. Administer the Society, its membership and issue you with a membership card.
2. Communicate with you at any time but only to send you news, notices, programmes or other information regarding your Society's activities.
3. Provide information to The Arts Society so that it may mail the quarterly magazine to you,
4. Contact person or persons nominated by you as emergency contacts.
5. Maintain compliance with The Art Society Henfield's rules and constitution.

We will not use your personal information for any marketing or profiling purposes.

The lawful basis for processing your data, access and sharing.

Our lawful basis for processing your personal data is as follows;

1. That we have a **legitimate interest** in doing so as you are a member of the Society.
2. The Society has a **legal obligation** to hold data in compliance with Gift Aid rules.

Personal data will only be shared between members of the committee on a need-to-know basis. We will normally provide The Arts Society with your name and address.

Your rights regarding your personal data and its retention.

* You have the 'right to be forgotten' in respect of **personal data** that we or The Arts Society hold about you but not overriding other regulations. Please note that the complete erasure of your data may have the effect that your membership will cease because we cannot then communicate with you.

* You have the right to ask what personal information we hold about you and to rectify inaccuracies and the right to require us to restrict the distribution of **personal data** we hold about you.

* We will erase your personal data if you cease to be a member. Please note that if you fail to renew your membership we will delete your **personal data** after the normal February meeting unless retention is required by law.

Accuracy of your personal information

The **personal data** we hold on you will comprise the personal information that you have provided to us. It is your responsibility to ensure that the information provided is accurate and you must check as appropriate. This includes contact information you have provided for use in an emergency. Where you have named a person, and provided their contact details, it is your responsibility to gain their authorisation and to ask us to amend or delete their information if and when circumstances change.