



The Arts Society Henfield

a member society of The Arts Society

Privacy notice and compliance with data protection regulation

Introduction

The General Data Protection Regulation (GDPR) will apply from 25 May 2018.

This imposes significant requirements on your Society's governance.

GDPR defines **personal data** as any set of data that can be used to identify a living individual.

Why we need your personal data

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 Society's rules and constitution.

The Society's nominated Data Controller and Data Processor

The Society's **Data Controller** is the Chairman and the **Data Processor** is the Membership Secretary.

Direct marketing and profiling

The Society does not use your **personal data** for any purposes related to such activities.

Who has access to your data and how it is shared?

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.

The lawful basis for processing your data

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

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

Retention of your personal data

We will erase your **personal data** if you cease to be a member if

- a) you inform us directly of your decision to leave, or
- b) your membership is terminated.

If you fail to renew your membership we will delete your **personal data** after the normal February meeting unless retention is required by law.

Your rights regarding your personal data

* 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. Since your membership of the Society requires the processing of your **personal data** (for the reasons given) 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.

* You have the right to require us to restrict the distribution of **personal data** we hold about you.

You have the right to object to the Information Commissioner's Office about the Society's holding and use of **personal data**.

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.

Security

Where we hold **personal data** in any form we will do so according to regulation and keep it safe on secure databases locally or under the control of The Arts Society. Information stored electronically will be held either locally or on servers operated by companies who are reputable in our opinion.

* For more information or to resolve a problem, please ask the Membership Secretary.