

THE ARTS SOCIETY OF CHESTER **DATA PROTECTION POLICY**

INTRODUCTION

The Arts Society Chester (TAS Chester) is a members' society managed on behalf of its members by an elected committee (the Committee). It is affiliated with The Arts Society which is a national body. On behalf of the TAS Chester and its members the Committee has formulated and approved the following Policy. It is designed to protect information (Data) provided by members and others dealing with TAS Chester.

POLICY

[1] No information (Data) provided by members and others dealing with the TAS Chester will be shared with any third party other than The Arts Society.

[2] Data provided by members will only be retained and processed to ensure that-

- members enjoy the full benefits of membership and associated activities, and
- TAS Chester is properly and efficiently managed.

[3] Data provided by non-members will only be retained and processed for the purpose for which it was provided, for example, to inform the provider about membership, lectures and other events held by TAS Chester.

[4] The Committee has taken measures which are appropriate and proportionate given-

- the nature of TAS Chester, its resources and activities
- the nature of the Data

to ensure the security of Data for the retention and processing.

[5] Anyone, whether a member or other person dealing with TAS Chester, who has provided Data has the rights, subject to ensuring the privacy of any other person's Data-

- to withdraw consent to their Data being held
- to inspect the relevant record or records containing such Data,
- to request amendments to correct established inaccuracies, and
- to request the deletion of Data.

[6] To ensure the proper management of TAS Chester, Data provided by members will be retained during their period of membership plus 2 years.

[7] Data provided by a non-member will be retained for no longer than the current membership season (1st September to 1st July), unless that person goes on to become a member of TAS Chester in which event the provision of paragraph [6] will apply.

[8] The Committee will keep the operation and implementation of this Policy under review. In the light of such reviews the Committee may make amendments to this Policy. This Policy, in its up-to-date form, will be published on the Society's website.

