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Description automatically generated

The Arts Society Coventry

Privacy Policy (8 July 2021)

**Our contact details**

Name: Peter Elias

Address: 26 Broadway, Coventry, CV5 6NU

Phone Number: 07920 531150

E-mail: Peter.Elias26@gmail.com

**The type of personal information collected**

We will collect and process the following information:

* Personal identifiers (name, address, and contact details – email, phone)

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for the following reason:

* To keep you informed about any changes to the annual programme
* To inform you about special events organised by The Arts Society
* To send you a reminder when annual fees are due

We will use the information that you have given us to maintain our membership, provide information about The Arts Society Coventry and other related events.

We will share your personal information with The Arts Society for the purpose of providing you with a quarterly magazine.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is:

**Your consent.**

**You are able to remove your consent at any time. You can do this by contacting** [Peter.Elias26@gmail.com](mailto:Peter.Elias26@gmail.com) **or by phone at 07920 531150.**

**How we store your personal information**

Your information will be stored in a secure, password protected file store at The University of Warwick.

We keep your contact details for three years following the last time we had any response from you. We will then dispose of your personal information. This will be achieved by deleting all files that contain your personal information, ensuring that all backup copies containing your personal information are similarly erased.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at: [Peter.Elias26@gmail.com](mailto:Peter.Elias26@gmail.com), 07920 531150 if you wish to make any such request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at Peter Elias, 26 Broadway, Coventry, CV5 6NU, 07920 531150.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

