

THE ARTS SOCIETY GUERNSEY: PRIVACY NOTICE

Introduction

The Arts Society Guernsey (the Society) is a registered charity in Guernsey, charity number CH626. The Society takes your privacy rights very seriously. In accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017 (the Law) this Privacy Notice sets out the conditions under which the Society may process any information that identifies and relates to you (Personal Data).

The Arts Society

The Society is a Member Society of The Arts Society, a charity registered in England & Wales (no. 1089743) and Scotland (no. SC039240). Membership of the Society automatically entitles you to membership of The Arts Society at no additional subscription; however, you can opt out of membership of The Arts Society at any time if you wish. The benefits of membership of The Arts Society are inclusion in the mailing of The Arts Society's quarterly arts review magazine and receipt of news, special offers and other information from The Arts Society that might be of interest to you.

What Personal Data the Society Collects

The Society collects the following Personal Data:

- names
- email addresses
- telephone numbers
- residential addresses
- bank details
- gender
- biographies (in respect of lecturers)

Why Personal Data is Collected

The Society collects your Personal Data for the following reasons:

- to provide members with event updates
- to maintain contact with members
- for membership renewal and to seek membership fees
- to provide The Arts Society quarterly arts magazine
- to provide The Arts Society with demographic information
- to enable us to provide a lecture programme (in respect of lecturers)

Disclosing and Sharing Data

Unless you have chosen otherwise in your membership application, the Society will share your Personal Data with The Arts Society to enable you to be included in the mailing of their quarterly arts magazine and otherwise to inform you of news, special offers and other information that may be of interest to you. If you do not want to be contacted by The Arts Society, please let us know at the contact details provided below.

How the Society Collects Information

The Society will only collect Personal Data provided to it through membership applications or as updated by you from time to time. If any of the Personal Data we hold about you changes, please let us know at the contact details provided below.

Keeping your Information Safe

The Society securely stores your Personal Data on its own database and (unless you have requested otherwise) The Arts Society database, on memory cards and by holding physical records. The Society ensures

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your Personal Data is kept safe by using a combination of technical and organisational measures. This includes the use of passwords, limited access and malware software.

The Society will keep your Personal Data for a minimum of six years. Unless you are still a member, once this period expires, the Society will remove your Personal Data from its records.

Change of purpose

We will only use your Personal Data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your Personal Data for an unrelated purpose, we will notify you and we will explain the legal basis that allows us to do so.

Please note that we may process your Personal Data without your knowledge or consent, in compliance with this Privacy Notice, where this is required or permitted by law.

Rights you have over your Personal Data

You have a range of rights over your Personal Data, which include the following:

- where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this
- you have the right to ask for rectification and/or deletion of your information
- you have the right of access to your information
- you have the right to lodge a complaint with the Office of the Data Protection Authority if you feel your rights have been infringed

If you would like to access the rights listed above, or any other legal rights you have over your Personal Data, please get in touch with us at the contact details provided below.

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

Our Website

Our web site host, The Arts Society, uses Google Analytics to collect standard log information, along with data about how people use our website. The information doesn't identify anyone and nor do we attempt to find anyone's identity from the information. If we do want to collect personally identifiable information through our website we will be open and transparent and will explain what we plan to do with it. We use cookies on our website, both to make it work and to provide a good customer experience.

People who email us

We monitor emails sent to us, including file attachments, for security threats such as phishing scams, viruses or other malicious software. Please note that you have a responsibility to ensure that any email you send to us is within the bounds of the law.

How to Contact Us

Should you have any questions about how the Society processes your Personal Data, please contact our Data Protection Representative by email: tasguernsey@gmail.com

10 data subject rights

Each individual has the following 10 rights under the Law, which must be respected by all local entities who *decide* how your personal data is used:

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- Right to information for personal data collected from data subject
- Right of access
- Right to object to processing for direct marketing purposes
- Right to object to processing on grounds of public interest
- Right to object to processing for historical or scientific purposes
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right not to be subject to decisions based on automated processing
- Right to data portability

Complaints

This Privacy notice is designed to be clear and concise. We are happy to provide any additional information you need: please contact our Data Protection Representative by email: tasguernsey@gmail.com

Should you have any cause for complaint, please contact our Data Protection Representative by email: tasguernsey@gmail.com

If you are dissatisfied with the way in which your complaint has been handled you may contact the local Data Protection Authority:

The Office of the Data Protection Authority
St Martin's House
Le Bordage
St. Peter Port
Guernsey
GY1 1BR

Changes to this Privacy Notice

We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your Personal Data.

This Privacy Notice was last updated on 11 November 2019.