

The GDPR will come into force on 25 May 2018.

**The Arts Society Chester** (TASC / “We” / “Our” / “This Organisation”) Treatment of Members’ (“You” / “Your”) Information (*mutatis mutandis*). “The Arts Society” refers to the National body (formerly NADFAS) in London and / or its North West Area body. “Committee” refers to the Committee of TASC from time to time; “Law” refers to the GDPR and regulations of HM Customs and Revenue and other relevant statutory bodies in force from time to time; “ICO” refers to the Information Commissioner’s Office in the UK, [ico.org.uk](http://ico.org.uk)

The 12 Principles of the GDPR and Our practical interpretation of them are as follows

1 Awareness - We shall ensure that decision makers and key people in The Arts Society Chester are aware that the law is changing to the GDPR. This has been, and will continue to be, achieved by discussion in Committee and recorded in the Minutes.

2 Information We hold - We shall document what personal data We hold, where it came from and whom We share it with.

Information held will include the following items:

- Surname and Forename(s)
- Address including Postcode
- Landline and Mobile telephone numbers where supplied
- E-mail address and website URL if any
- Date of Birth if required
- Gift Aid status if required

The above (5) Data items will normally come from the Data Subject and will be used for communication with the Data Subject in matters concerning TASC and for the record keeping of The Arts Society.

- Previous Address and telephone numbers if recently changed
- Membership of Similar Organisations for cross-referencing purposes

The above (2) Data Items may come from the Data Subject or from Our records or from the records of The Arts Society and will be used to correlate records between Data Sets.

3 Communicating privacy information - We shall review Our current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation. We shall identify Ourselves and explain how We intend to use Your information. The lawful basis for Our processing activity in the GDPR is set out in paragraph 6 below.

4 Individuals' rights - We shall maintain procedures to ensure that they cover all the rights individuals have, including for example how We would delete personal data, or provide data electronically and in a commonly used format.

Under the GDPR, Individual Data Subjects have: the right to be informed; the right of access; the right to rectification; the right to erasure (the "right to be forgotten"); the right to restrict processing; the right to data portability; the right to object; and the right not to be subject to automated decision-making including profiling.

5 Subject access requests - We shall maintain procedures to handle requests in line with best practice.

- The Data Subject may apply to the Data Protection Officer for details of the Data which are held about the Data Subject, and to request amendment or deletion (the "right to be forgotten") as appropriate.

6 Lawful basis for processing personal data - Our lawful basis for processing the data is the collection and management of name, address, contact information, Gift Aid status and other relevant details for the purpose of communication with You and The Arts Society in relation to Your membership of TASC. We shall retain Your data for no longer than is necessary for this purpose, or where required by Law. You have a right to complain to the Information Commissioner's Office ("ICO") if You think there is a problem with the way in which We are handling Your data.

We will delete a Member's Data within a reasonable time of their ceasing to be a Member of TASC. Additional Data We hold relating solely to Members' participation in events will be deleted within a reasonable time of the Data no longer being needed for the administration of the event.

- You have a right to complain to the ICO if You think there is a problem with the way in which We are handling Your data. The ICO may be contacted at <https://ico.org.uk/global/contact-us/> or Helpline 0303 123 1113

7 Consent - We shall review how We seek, record and manage consent and whether We need to make any changes. Your Consent will be explicit and optional, by opt-in at the time of Membership Joining or Renewal. If Your Consent is absent or withheld, this may result in certain benefits of membership being unavailable to You.

8 Children - We shall consider whether We need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity, for example in the case of our support for Young Arts. We anticipate that there will be no other need for such measures in Our case.

9 Data breaches - We shall maintain the right procedures to receive, report and investigate notice of a personal data breach.

10 Data Protection by Design and Data Protection Impact Assessments - The GDPR makes privacy by design an express legal requirement, under the term 'data protection by design and by default'. Our data management will be designed to present a low risk to Data Subjects.

11 Data Protection Officers (DPOs) - The DPO will be a named individual and shall take responsibility for data protection compliance. The identity of the DPO (from time to time) will be made available on the website of TASC or on request to a Committee Member. We anticipate that the DPO will be the Membership Secretary from time to time.

12 International - We do not operate in more than one EU member state so the ICO remains Our lead Data Protection Supervisory Authority.

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Addendum

The Arts Society GDPR-compliant Membership Form - March 2018

**GDPR Compliance:**

- Members' details will be processed fairly and lawfully in order to satisfy the agreement entered with you on your admittance to membership. This will ensure that you receive the latest news and information about all upcoming events;
- Members' details will be passed to "The Arts Society" to enable inclusion on the mailing of the quarterly magazine and other communications including information about any upcoming national events or items of legitimate interest;
- Members' details may be passed to "The Arts Society North West Area", or other affiliated societies for the purposes of disseminating relevant information of legitimate interest;
- Your details will be kept safely and securely, and you have the ability to opt out of our communications at any time.

[End]