

Privacy Notice for The Arts Society Ross-on-Wye

What personal data does The Arts Society Ross-on-Wye collect?

The data we routinely collect includes members' names, addresses and email addresses (if supplied). We collect this data directly from our members when they join the society.

For some of our members we may have additional information such as committee membership and whether the member is involved in activities such as Heritage Volunteering and Church Recording.

For statistical purposes we record attendance at lectures, days of special interest and visits.

What is this personal data used for?

We use members' data for the administration of your membership and the communication of information.

Who is your data shared with?

Your membership data may be passed on to The Arts Society, of which you automatically become a member when you join the local society.

The Arts Society will use members' details 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.

It may also be passed to The Arts Society West Mercia Area, or other affiliated societies, for the purpose of disseminating relevant information of legitimate interest.

Your personal data is not passed on by us to organisations other than that indicated above.

Where does this data come from?

Data for our members comes from them when they join The Arts Society Ross-on-Wye.

How is your data stored?

This information is mainly stored in digital form on computers, and in the form of written documents, stored by the Membership Secretary, the leaders of the Heritage Volunteers and Church Recorders and by the organisers of Days of Special Interest and Visits.

The digital information on computers is password protected.

Who is responsible for ensuring compliance with the relevant laws and regulations?

The person who is responsible for ensuring The Arts Society Ross-on-Wye discharges its obligations under the General Data Protection Regulation (GDPR) is the Membership Secretary.

Who has access to your data?

Members of the committee have access to members' data in order for them to carry out their legitimate tasks for The Arts Society Ross-on-Wye.

What is the legal basis for collecting this data?

The Arts Society Ross-on-Wye collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation.

For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

How you can check what data we have about you?

If you want to see the membership data we hold about you, you should contact the Membership Secretary.

You can contact us with a "Subject Access Request" if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

Does The Arts Society Ross-on-Wye collect any "special" data?

The GDPR refers to sensitive personal data as "special categories of personal data".

We do not record any such special data.

How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used.

If you do not wish to receive communications by email, do not provide this on the membership form. If we already have it, you can ask the Membership Secretary to remove it.

If there are other ways in which you would like to limit how your data is used or to have it removed, please contact the Membership Secretary.

How long we keep your data for, and why?

We normally keep member's data after they resign or their membership lapses in case they later wish to re-join. However, we will delete any former member's contact details entirely on request.

Since underlying statistical data, like attendance at events, continues to be necessary in relation to the purpose for which it was originally collected, names can only be removed by specific request to the Membership Secretary.

Other data, such as that relating to accounting, is kept for the legally required period.

What happens if a member dies?

When a member passes away, their membership data is archived. If requested by their next-of-kin to delete it, we will do so on the same basis as when requested to delete it by a former member.

Can you download your data to use it elsewhere?

The data we hold is so limited that this would be unnecessary, and is not possible.