

# Grange & District Art Society

www.grangeart.co.uk



## Fair Processing Notice

(13 May 2018)

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities, we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

### WHO ARE WE?

#### **Grange & District Art Society**

We take the issue of security and data protection very seriously and strictly adhere to guidelines published in the General Data Protection Regulation (EU) 2016/679 that is applicable from the 25th May 2018, together with any domestic laws subsequently enacted.

Some not-for-profit organisations are exempt from registering as information controllers and based on the information that we provided to the Information Commissioner's Office via the Registration Self-Assessment tool they determined that we do not have to register with the ICO. We as an organisation adhere to the principles of the General Data Protection Regulation (EU) 2016/679 and understand best practice for managing information and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is the Society Secretary.

Any questions relating to this notice and our privacy practices should be sent to:

[data\\_protection\\_officer@grangeart.co.uk](mailto:data_protection_officer@grangeart.co.uk)

### HOW WE COLLECT INFORMATION FROM YOU AND WHAT INFORMATION WE COLLECT

We collect information about you:

- From your membership application form;
- From your use of other Society Forms such as Exhibition entry forms or expression of interest in events;
- From personal contact at meetings or other events, via telephone, email, written communications and photographs.

We collect the following information about you:

- Member's name & preferred title, address, telephone number and e-mail address;
- We record a membership number, member grade and payment of Society fees;
- Photographic images at Society events.

### WHY WE NEED THIS INFORMATION ABOUT YOU AND HOW IT WILL BE USED

We need your information and will use your information:

- to undertake and perform our obligations and duties to you in accordance with the constitution of the society, as amended;
- to enable us to supply you with the services and information which members are entitled as members of the Society;
- to help you to manage your membership;
- to analyse the information that we collect so that we can administer, support and improve and develop your Society and the services we offer;
- to contact you in order to send you details of any changes to our services which may affect you; and
- for all other purposes consistent with the proper performance of our operations and Society.

### SHARING OF YOUR INFORMATION

The information you provide to us will be treated by us as confidential. We may disclose your information to other third parties who act for us for the purposes set out in this notice or for purposes approved by you, including the following:

- If we enter into a joint venture with or merged with a Society or Club, your information may be disclosed to our new partner Society or Club;
- Membership number and member name only is shared with, SAA, PO Box 50, Newark, Notts, NG23 5GY, for the purpose of Society Membership of SAA and Insurance to cover the Society's activities;
- Pictures of members taken at events, sometimes with member names are shared with, Grange Now Limited, 2 Imperial House, Main Street, Grange-Over-Sands LA11 6DP Reg. No. 08475966 – SAA – Cumbria Tourism - GoLakes Website - Lakes Diary, North West Evening Mail - Westmoreland Gazette - South Lakes Events, Economic Development Group - South Lakeland District Council - Kendal LA9 4UF, for the purposes of publicity and promotion of the Society and its activities;
- For security purposes and to enable data to be restored in the event of a computer failure we back up data to BT Cloud but the data is not provided to BT for their own use. Their servers are located within the UK. Access to the data is password protected and the data is encrypted.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

### TRANSFERS OUTSIDE THE UK AND EUROPE

We may transfer your information outside the UK and/or EEA when the cloud is used as part of our operations.

Where information is transferred outside the UK or EEA, we ensure that there are adequate safeguards in place to protect your information in accordance with this notice, including the following:

- Data is transferred to Dropbox to allow the Society's officers to share and access up to date records, avoid duplication and errors and reduce the need for printed copies of personal data as well as to enable data to be restored but the data is not provided to Dropbox for their own use. Dropbox has servers based in data centres in the USA. Access to the data is password protected and the data is encrypted. Dropbox complies with the EU-U.S. and Swiss-U.S. Privacy Shield Frameworks as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information transferred from the European Union, the European Economic Area, and Switzerland to the United States.

## SECURITY

When you give us information we take steps to make sure that your personal information is kept secure and safe.

Personal data is stored on the personal computers of the society's officers and some of that data may be shared with members of the committee, but only as required for performing the obligations and duties to you in accordance with the constitution of the society, as amended. The officers use personal, password protected computers with up to date virus protection and firewall and they are kept in their own private residence. They are not stored in buildings with public access or commercial lock-up units. When the computer is a laptop and may be taken away from the private residence it is not left unattended or loaned to a third party. Where cloud storage is used the accounts are personal, password protected and the data is encrypted and stored in accordance with current legislation. Some data may occasionally be printed as required for performing the obligations and duties to you in accordance with the constitution of the society and redundant printed data is treated as confidential waste and is destroyed accordingly.

## HOW LONG WE WILL KEEP YOUR INFORMATION

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (We may be legally required to hold some types of information), or as set out in any relevant contract I have with you.

Our full retention schedule is available on application to [data\\_protection\\_officer@grangeart.co.uk](mailto:data_protection_officer@grangeart.co.uk)

## YOUR RIGHTS

You have the right at any time to:

- ask for a copy of the information about you held by us in our records;
- require us to correct any inaccuracies in your information;
- make a request to us to delete what personal data of yours we hold; and
- object to receiving any marketing communications from us.

If you would like to exercise any of your rights above please contact us at;

[data\\_protection\\_officer@grangeart.co.uk](mailto:data_protection_officer@grangeart.co.uk)

Should you wish to complain about the use of your information, we would ask that you contact us to resolve this matter in the first instance. You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

**England** Information Commissioner's Office

Address: Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

Telephone: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.