

THE ARTS SOCIETY GUILDFORD WEY VALLEY DATA PROTECTION POLICY

25 May 2018

INTRODUCTION

This policy sets out the obligations of The Arts Society Guildford Wey Valley (“the Society”) regarding data protection and the rights of Members in respect of their Personal Data under the General Data Protection Regulations (“GDPR”). Personal Data is information from which you can be identified, comprising your title, name, address, contact details, an identification number we allocate and your option to participate in the Gift Aid scheme.

Processing your personal data includes everything we do with it from collection to deletion when no longer needed.

The Society’s Data Compliance Officer is the incumbent Treasurer (contact details: www.tasgww.org.uk)

We use your data to communicate to you the latest news and information about all upcoming events. Your data is passed to “The Arts Society” to enable inclusion on the mailing of the quarterly magazine and other communications including information about any future national events or items of legitimate interest. Your data may also be passed to “The Arts Society Area” or other affiliated societies for the purposes of disseminating relevant information of legitimate interest.

THE DATA PROTECTION PRINCIPALS

This Policy aims to ensure compliance with the Key Principals set out in the GDPR, whereby all personal data must be:

- **Lawful, fair and transparent** – The Society processes your personal data in performance of the contract entered into when you joined the Society, which also provides the legal basis of “legitimate interest” which is appropriate to keep you informed of the activities of the Society. Accordingly, we do not seek your consent to process your personal data.
- **Purpose Limitation** – We gather your personal data from that provided by you on your membership application form and confirm its accuracy each year from that provided on your membership renewal form.
- **Data Minimisation** – We process only that personal data that is adequate, relevant and limited to what is necessary in relation to the purpose for which it is processed.
- **Accuracy** – Every reasonable step is taken to ensure your personal data is accurate and up to date and rectified or erased without delay.
- **Storage limitation** – your personal data is kept for no longer than is necessary, being archived when you cease to be a member and erased at the end of the year after you cease to be a member.
- **Integrity and confidentiality (security)** - The Society will ensure that all personal data collected and processed is kept secure and protected against unauthorised processing, accidental loss, destruction or damage. This will include email & other communications, storage, disposal, use, passwords and other appropriate organisational measures.
- **Accountability** - The Society’s Data Compliance Officer is responsible for overseeing compliance with the GDPR on an ongoing basis and maintaining written internal records to demonstrate that they are applied in the processing of personal data. This will include implementing data security measures and recording and reporting personal data breaches.

YOUR INDIVIDUAL RIGHTS

This Policy aims to ensure that you are aware of your rights under GDPR:

- to be informed about our collection and use of your personal data;
- to have access to your personal data (referred to as “subject access”);
- to have your personal data corrected if it is inaccurate and to have incomplete personal data completed;
- to have your personal data erased (referred to as “the right to be forgotten”);
- to restrict processing of your personal data;
- to move, copy or transfer your personal data (“data portability”);
- to object to the processing of their personal data in certain circumstances;
- relates to automated decision making including profiling.

You have the right to complain to the Information Commissioner’s Office which enforces data protection laws: <https://ico.org.uk>.

DATA BREACH NOTIFICATION

All personal data breaches must be reported immediately to the Data Compliance Officer. If that breach is likely to result in a risk to the rights and freedoms of data subjects, the Data Compliance Officer will ensure that the Information Commissioner’s Office is informed within 72 hours of becoming aware of it.

Dated 25 May 2018

