

## **ALTRINCHAM SOCIETY OF ARTISTS**

### **DATA PRIVACY POLICY**

This privacy policy sets out how the Society uses and protects any information provided by its members.

The Society is committed to ensuring that each of its member's privacy is protected. The Society may change this policy from time to time by updating this page. Members are advised to check this page from time to time to ensure that they are happy with any changes. This policy is effective from 25<sup>th</sup> May 2018.

#### **Information the Society collects**

Through its membership recruitment process, the Society collects members' personal information in the form of names, addresses, telephone numbers and email addresses.

#### **What the Society does with the information it gathers**

The Society uses this information for the following reasons:

- For internal record keeping
- To keep members up to date with information about the Society via email and post
- To provide members with a means of contacting each other via the Membership List

Members' names only will be used when displaying award winners from the spring and autumn exhibitions, and for members' catalogue entries.

#### **Data Sharing**

The Society will not pass on a member's personal data to other organisations or third parties unless specifically requested to do so by that member, or are required by law to do so.

#### **Security**

The Society is committed to ensuring that members' information is secure. All personal data in digital form is kept on security protected computers. Written data is kept in locked files. Current serving Committee members and the Society's Secretary have access to this data.

#### **Controlling members' personal information**

Under the EU General Data Protection Regulation, members have the right to see their personal information the Society holds, check it, and correct it if necessary. Members can also limit how their personal information is used, e.g. by restricting the amount of their personal information on the Members List, or requesting removal from the emailing list.

To request any necessary changes, please contact the Society's Secretary, Jane Hawnaur - [jhawnaur@hotmail.com](mailto:jhawnaur@hotmail.com) Please note that the Society must have at least one method of contacting each member.