



THE ARTS SOCIETY ALTON

Enriching lives through the Arts

www.TASAlton.com

THE ARTS SOCIETY ALTON – DATA PROTECTION POLICY

What personal data do we collect?

When you join The Arts Society Alton (TASA) or renew your membership, we retain your name, address, email address and telephone numbers and the name, relationship and telephone number of an emergency contact. We also note whether you have gift-aided your subscription.

What do we use this personal data for?

We use your data lawfully to:

- administer your membership of TASA
- send you information and news about TASA events and activities
- enable us to contact someone for you in the event of your being taken ill or having an accident when engaged in one of the Society's activities.

Who is your data shared with?

We pass your details to The Arts Society so that they can send you The Arts Society's quarterly magazine and occasionally send you information about other national Arts Society events or other matters of interest.

We do not pass your personal data to anyone else.

How is your data stored and protected?

Your original paper or electronic application and renewal forms for membership are held securely by the Membership Secretary.

The information you give us is entered by the Membership Secretary into a digital list of all members. Copies of this list are held on password-protected computers by the Chairman, Secretary, Treasurer, Membership Secretary and Visits Secretary and for electronic communications.

When on day visits or tours, the Visits Secretary carries a paper list with the names, phone numbers and emergency contact details of those members on the visit or tour, for use in an emergency. A copy is also temporarily lodged with a committee member not on the visit or tour, for use if the Visits Secretary should be incapacitated.

Who has access to your data?

The above named committee members. Occasionally another committee member may be granted temporary access on a need to know basis, for example if they are arranging a special event or need to deputise for one of the other committee members.

How can you check what data we have about you?

If you wish to see the personal data we hold about you, you should contact the Membership Secretary.

Can you ask for your data to be changed?

Yes. You should ask the Membership Secretary if you need to update or change the data we hold, for example if you have moved house or changed e-mail address, or if the details of your emergency contact need to be changed.

Can you ask for some or all of your data to be removed?

Yes, but data relating to your subscription will be retained by the Treasurer for up to 6 years for legal reasons – see below. Note that as long as you remain a member we need to have at least one means of contacting you.

Can I opt not to receive communications from the Society?

Yes. When you join the Society or renew your membership, you will be asked to confirm that you wish to receive communications from the Society. But you can either then, or at any time thereafter, notify the Membership Secretary if you do not wish to receive some or all communications from the Society.

You may, for example, choose not to receive information by e-mail though this may limit the information you receive about news and events.

How long do we keep your data for and why?

We keep members' data relating to their subscriptions for 6 years after they resign or their membership lapses in order to fulfil legal requirements relating to financial information.

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

The Society designates one committee member to take responsibility for such compliance.

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