



DATA PROTECTION POLICY

About this Policy

This policy explains when and why we at Fordingbridge Art Club (“we” or the “Club”) collect personal information about Members, how we use it, how we keep it secure and your rights in relation to it.

The Club reserves the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check the Club website (www.fordingbridgeartclub.co.uk) regularly for any amendments.

The Club will always comply with General Data Protection Regulations (GDPR) when dealing with your personal data. Further details on GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of GDPR, the Club’s Secretary will be the “data controller” of all personal data the Club holds about you.

What information we collect and why

Type of information

Member’s name, address(es), telephone numbers, email address(es).
Bank account details and/or encrypted credit card details.
Members’ interest.
Photographs taken at Club events.

Purposes

Managing the Member’s membership of the Club.
Managing communications with Members.
Archival and communications purposes.

Legal basis of processing

Performing the Club’s contract with the Member.
For the purposes of our legitimate interests in operating the Club.

How the Club protects your personal data

The Club has implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alteration or destruction.

Please note however that when you transmit information to the Club over the internet this can never be guaranteed to be 100% secure.

For any payments which the Club takes from you online, it will use a recognised online secure payment system.

The Club will notify you promptly of any breach of your personal data which might expose you to serious risk.

Who else has access to the information you provide us?

The Club will never sell your personal data.

The Club will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as below.

The Club may pass your personal data to third parties who are service providers, agents or subcontractors for the purposes of completing tasks and providing services to you on behalf of the Club, such as sending you Club mailings. However, the Club discloses only the personal data that is necessary for the third party to deliver the service and they are required to keep your information secure and not use it for their own purposes.

The Club will, on request, share your email address with other Members so that they may contact you in furtherance of the Club's community. It will never allow them to do so for business purposes, but only if satisfied that the purpose of contact is purely personal. You may opt out of this sharing policy at any time simply by contacting us.

How long will The Club keep your information?

The Club will retain personal data only for as long as necessary for each purpose that it uses it. For most data this means it will be retained for as long as you are a member of the Club and for as long afterwards as is necessary for the Club to comply with its legal obligations.

All financial data will be securely destroyed as soon as it is no longer required.

The Club will, however, keep indefinitely all information necessary, such as correspondence and emails for management and archival purposes and photographs of events.

You have the following rights under the GDPR

- The right to ask the Club, in writing, for a copy of all the personal data held about you (known as a "Subject Access Request"). A copy will be sent to you as soon as possible and this will be no later than one month after your request. If you would like to access the personal data held by the Club, please contact the Club Secretary.
- To require that the Club ceases processing your personal data if the processing is causing you damage or distress.
- To require the Club to correct the personal data it holds about you if it is inaccurate.
- To request that the Club erases your personal data.
- To object to or restrict how your personal data is processed.

Please note that the above rights are not absolute, and the Club may be entitled to refuse requests where exceptions apply, for example, if the processing of data is necessary for a lawful process.

You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

For further details on GDPR, or if you have any questions, comments or requests regarding the Club's data processing practices, please contact the Club Secretary, who is the Data Controller.