

LECHLADE ART SOCIETY DATA PROTECTION POLICY

1. POLICY STATEMENT. Lechlade Art Society (hereafter LAS) collects, stores, and processes limited personal data about its members. LAS strives to discharge its legal obligations under the GDPR appropriately. As data users, LAS committee members and members are obliged to comply with this policy when storing and processing personal data on LAS's behalf. LAS strives to process personal data fairly and lawfully for purposes limited to the efficient running of the society and conforming to GDPR in respect of adequacy, accuracy and relevance to its purpose. Data must be held securely and erased once it has served its purpose and processed in accordance with members' rights.

2. PURPOSE. Personal data is collected by LAS in order that information, news, advice and instructions concerning the Society and its activities can be conveniently circulated to the membership. The data collected for each member comprises – full name, address, telephone number, E-mail address, [where applicable] exhibition participation and meeting attendance.

3. COLLECTION AND CONSENT. Members will have the opportunity to update their data each year at the time of the AGM or at any other time by providing relevant details to the LAS committee member responsible for members' details as will new members upon joining. This form will be supplied with a copy of the LAS Data Protection Document describing what the intended use of the data is, how it will be securely stored, who will hold it, to whom it will be available and when it will expire and be erased. They will be advised of their right to access, amend and withdraw their consent at any subsequent time. New applicants and members updating their details will be asked to positively give their consent by signature to the described use and retention of their personal data. Their signature will also provide blanket positive consent to exhibit any artwork with names and prices that they may submit for inclusion in any LAS exhibition and for the display of any art works and profile details on the LAS website, Social media, printed promotional material and press releases for LAS's Exhibitions and events that they submit for that purpose. They will also be asked to give consent to displaying their image in photographs taken at LAS events

The completed membership renewal forms will be sent to the Treasurer with membership fee then securely held by the Membership Secretary.

4. WITHDRAWAL OF CONSENT. See Para. 8 Members' Rights.

5. DATA RETENTION AND STORAGE. The full set of members' data will be stored in electronic form on a removable data storage devices (disc or USB) to avoid vulnerability to hacking. The device will be held by The Treasurer and /or the Membership Secretary and will be kept securely. Membership details will be held by committee members of LAS who require them for circulation of information and distribution of cheques for art sales etc. and the general running and provision of membership benefits by the following officers and Committee members. As these need updating obsolete copies of the membership will be securely destroyed.

6. LIST OF DATA HOLDERS. A list of names, telephone nos., email, and home addresses will be held by the committee members. This may be used to advise members of Chairperson's

decisions such as late cancellation of meetings due to weather etc., be used to distribute sales and expenses cheques by post, may be used for the circulation of all forms relating to membership, and for day to day use in the efficient running of LAS.

Deletion of data - Upon return to the Membership Secretary of updated or new membership forms, the obsolete ones will be destroyed. All the data of members who elect not to re-join will be destroyed within 28 days or as soon as possible. Data on mail circulation lists will be retained until any member leaves LAS or requests its deletion by withdrawal of consent. The Membership Secretary will amend his/her copy and then advise other data holding officers of LAS who will then amend their respective data accordingly. Changes to data must be accomplished to all copies within 28 days. No member will be given any details of another member's data. No members' data will be used other than within LAS for the purposes set out. If any member wishes to amend their data they should contact the Membership Secretary or another committee member.

7. DATA PROCESSING. Members' data is used only within LAS and primarily for information circulation by E-mail. E-mail circulations must always and without exception use the BCC facility so that members' details are not visible to other members, E-mail interceptions or hackers. LAS will, in all respects, process data in accordance with the General Data Protection Regulation (GDPR). LAS will only hold data that is necessary for the purposes of running the Society efficiently and conferring membership benefits and maintaining a full record of its membership.

8. MEMBERS' RIGHTS. It is the right of any member to request sight of all the data held by LAS on said member and to require the Society to amend the data or remove it from all records. This will involve withdrawal of consent and as a consequence the member will be advised that LAS will no longer be able to include them in distribution of information and forms etc.

9. DATA BREACHES. Because of the limited distribution of members' data within LAS breaches are unlikely and should be easily recognised by the data holder. As soon as a breach is recognised it must be reported to the Chairman and the subject must be notified immediately and advised of what data has been compromised. Security must be reviewed and modified to ensure that a further breach cannot ensue.

10. ACCESS TO COMMITTEE MEMBERS AND OFFICIALS. A list of Committee Members and their functions can be found on The LAS website any of whom can be contacted by E-mailing the website where it will be promptly passed on to the appropriate committee member who will contact the member.

11. NEW APPLICANTS' DATA. When a new applicant asks to join LAS he/she is sent an application slip requesting Name, address, telephone and E-Mail. This will be added to the membership list and circulated to committee members only. Thereafter the data relating to new members will be treated in the same way as existing members.