

# **The Arts Society Severn Valley**

## **Data Protection Policy**

### **Principles and individual rights**

In accordance with the principles set out in current data protection legislation, personal data held by the Society shall be:

1. Processed fairly and lawfully with reference to
  - The individual being aware of such processing,
  - Legal obligations being met,
  - The Society carrying out legitimate activities in accordance with its constitution
2. Obtained only for lawful purposes, and shall not be further processed in any manner incompatible with that purpose.
3. Adequate, relevant and not excessive in relation to the purpose or purposes for which it is being processed.
4. Accurate and, where necessary, kept up to date.
5. Kept no longer than is necessary for the purpose or purposes that it relates to.
6. Processed in accordance with the rights of the data subjects concerned.
7. Protected from unauthorized or unlawful processing, accidental loss, destruction, or damage by way of appropriate technical and organisational safeguards.

The Society recognizes the right of every individual on whom it holds information to:

- a) Have access to their personal data.
- b) Have inaccuracies corrected.
- c) Have information erased.
- d) Prevent direct marketing.

### **The purposes for which the Society holds and processes personal data**

In seeking to ensure that personal data is gathered and used in a fair, transparent and legally justifiable way, the Society wants to maintain an accurate and up to date list of members that records their contact details.

### **Contact information**

1. Contact information (postal address, e-mail address and phone numbers) for each member will be gathered, held and updated as appropriate by the Membership Secretary
2. Members' contact information will be passed to The Arts Society to enable inclusion on the mailing of the quarterly magazine and other communications including information about any upcoming national events and may be passed to "The Arts Society Area", or other affiliated societies for the purposes of disseminating items of legitimate interest
3. With the exception of 2 above, and unless otherwise specified by the Committee, such information can only be accessed by members of the Society's Committee
4. The Membership Secretary may use the phone contact details to produce a 'telephone tree' comprising small groups of people. This is for use in situations where sudden changes to arranged activities need to be rapidly communicated to everyone concerned.
5. Any Society member seeking contact information in respect of another individual outside of the above arrangements would need to have regard to the principles and rights set out above and request access to such information from the Committee via the Society's Membership Secretary. Before granting any such request, the member whose details have been requested will be asked if they will permit the Society to pass on such information.

6. By completing a Membership Application/Renewal Form, members will be advised about the use(s) to which their information is being put, the reasons for such use and their rights.

A copy of this policy will also be made available to view on the Society's website for their immediate reference.

#### Subscriptions and other payments made to the Society

Personal data obtained in respect of subscriptions, Gift Aid and other payments to the Society will be kept securely by the Treasurer for such period as required by law.

#### **Protecting individual rights**

When communicating with any individual whose personal information is being sought, held or processed, the Society will take account of any special needs or communication difficulties that the individual might have and ensure that the chosen method of communication is an appropriate one.

#### **Data security**

1. Personal information held by the Society will be kept securely by the Membership Secretary and, where necessary, by the Treasurer in both paper and electronic files. Electronic files will be regularly backed up, with the back-up files also stored securely. All such files will be updated as the need arises, with any changes in the consents given by individual data subjects being duly noted. Information no longer required by the Society for any of the purposes set out in this policy will be deleted from the relevant file(s) as soon as practically possible.
2. Any breaches of data security must be reported without delay to the Committee who will decide whether the breach needs to be reported to the Information Commissioner's Office (ICO).
3. All those data subjects who might be compromised in any way as a result of a security breach will be directly notified of the breach and given advice regarding the steps they should take, as well as the action being taken by the Society, to manage any threat to their privacy.

#### **Policy review**

The Society will review the security measures that are in place to protect the personal information that it holds in response to any official advice that it might receive.

May 2018