



The Arts Society Devizes

Privacy Notice

The Arts Society Devizes is a member of The Arts Society, a leading arts charity.

It meets every third Wednesday of the month except during August and September to hear a lecture from one of the country's leading arts experts.

It also holds a separate special interest day annually so that a topic can be examined in greater depth.

In addition to the monthly lecture, members of the committee organise trips to exhibitions, places of historical interest and entertainment.

The Arts Society Devizes supports Young Arts giving support to projects which help children and young people to learn about the arts and to take part in hands on projects. Members of our Society are also involved in Church Recording, the setting up of Church Trails and Heritage Volunteering.

Members pay an annual membership fee.

The Arts Society Devizes is committed to protecting your privacy whether you are providing your personal information to us or we receive it in any other way. We know that sharing your personal information with us requires great trust.

This Privacy Notice explains how The Arts Society Devizes, as data controller, uses personal information about you and how we protect your information. A data controller determines the purposes for which personal information held will be used.

Any questions regarding this Privacy Notice and our practices should be sent by email to: the current chair or theartssocietydevizes@gmail.com.

What is personal information?

Personal information may be anything that identifies and relates to you and includes information that together with other information may identify you. Personal information we collect might include your name, address, telephone number, email address, gift aid preferences etc.

Some personal information is 'special' and needs more protection because of its sensitivity. This is anything that can reveal your:

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric data
- criminal history.

Why do we need your personal information?

The purposes for which we may need personal information are varied. We may need some personal information to:

- contact our members to enable us to provide the services they require of us
- contact members and volunteers for administrative, membership, volunteering and record keeping purposes and in order to communicate in relation to these activities (including to provide notices of committee meetings,
- further our charitable aims, including sending out newsletters and promoting fundraising activities
- keep a record and contact details of supporters
- to administer reclaiming of Gift Aid on part of our members annual membership fee for The Arts Society
- to carry out statistical and analytical research to improve our service to members.

Our relationship with each of our contacts can be different; however, with each, personal information may be used to help us and also to help you.

How do we collect personal data from you?

We will obtain personal information from you when you apply to join The Arts Society Devises and when you volunteer to provide your personal services to (for example as a committee member). Information will also be obtained from you if you require of us any of the services we provide.

Our processing of personal information will comply with data protection law. It will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited to those purposes only
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure.

Lawful basis for using your personal information

Most of your personal data is processed as necessary for our legitimate interests (or those of a third party) in carrying out our activities, except where such interests are overridden by your interests, rights or freedoms. We will always take into account your interests and rights.

Sometimes the use of your personal information requires your consent. We will first obtain your consent to that use.

If the personal information is provided by you, then we will provide the privacy information at the time we collect the information from you. If your personal information is not obtained directly from you, then we will tell you within a reasonable time of receipt of it or by the time of our first communication with you or the information is shared with someone else in accordance with this Privacy Notice.

We may also have 'special' sensitive personal information about you, such as health data. If we are processing 'special' sensitive personal data, we collect and use it where at least one of the following lawful bases is also applicable:

- you have given explicit consent to the processing for specified purpose(s)
- processing relates to personal data manifestly made public by you
- processing is necessary where we need to carry out our legal obligations
- processing is necessary for the establishment, exercise or defence of a legal claim
- processing is necessary in the public interest
- processing is needed to protect your (or someone else's) interests and you are not capable of giving your consent.

Can you withdraw your consent to our processing?

If you have given your consent to our processing your personal information, you may withdraw it at any time. If you wish to do so, please contact : the current chair or heartssocietydevizes@gmail.com so we can deal with your request.

Who do we share your personal information with?

We will not sell or rent your information to third parties.

We will not share your information with third parties for their marketing purposes or for third parties to contact you with their own information.

Sometimes we need to share the personal information we have with our associated organisation The Arts Society for its administrative use, e.g. in calculating our affiliation fee. Member's details are also kept on The Arts Society computer and is accessible only to The Arts Society Devizes Committee members and officers in the Arts Society. This means we are both responsible to you for how we process your data where we are working together for a joint purpose and we will be "joint data controllers". If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

If you elect to donate gift aid on part of your membership fee, then your information is also shared with HMRC (via The Arts Society).

Any such third party with whom we may need from time to time to share your personal information will have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal information.

Where we have arrangements in place with service contractors or consultants or professional advisers we will implement appropriate security measures and contracts to protect your personal information.

From time to time, we will have a legal duty to provide personal information, for example to the police or the courts.

We may also share your personal information when we consider that there is a good reason that is more important than protecting your privacy. The risk must be serious. Examples are:

- to deal with a serious risk to our members.
- to protect a vulnerable adult or a child.

There may also be occasions when the risk to you or others is so great that we need to share the information immediately (for example, to protect health in an emergency). A record of the information shared and the reasons for doing so will be made and communicated to you.

Personal data via the website.

Our website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). This service uses a "cookie", which is a small text file saved on your computer, purely to help to analyze the use of the website. The information generated by the cookie about your use of the website will be transmitted to and stored by Google on their servers in

the United States. Google will use this information for the purpose of evaluating the use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google will not associate your IP address with any other data held by Google.

You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above. You can also prevent Google from collecting information (including your IP address) via cookies and processing this information by downloading this browser plugin and installing it:

<http://tools.google.com/dlpage/gaoptout>

Further information concerning the terms and conditions of use and data privacy can be found at the Google Analytics Terms of Service or at the Google Analytics Privacy Overview.

The Google Analytics cookie is the only cookie this website uses. No other personal data is asked for or stored on the website.

What rights do you have to control your personal information?

Unless subject to an exemption, the law gives you rights to control what personal information we use and how. When exercising any of the rights below, we may need to verify your identity for your security, for example by requiring both a photo identification e.g. passport and confirmation of address, e.g. recent utility bill, bank or credit card statement. In such cases we will need you to respond with proof of your identity.

Access request

You have the right to ask for all information we hold about you as well as why we have it, who has access to it and where we obtained it from. We will respond in one month and no fee for a first request will be charged although additional requests and requests that are manifestly unfounded or excessive may be subject to an administrative charge.

Change of inaccurate information

If something written on your file is out of date, incomplete or incorrect, and you let us know, your personal information will be updated.

Right to erasure/to be forgotten

You can ask for your personal information to be deleted where it is no longer necessary, was unlawfully processed, you withdraw your consent or object to the processing, or you need to comply with a legal obligation.

Right to restrict use of your personal information

Where there is a dispute in relation to the accuracy or processing of your personal information, or you need it regarding a legal claim, you have the right to request a restriction is placed on further processing.

Right to object

Where processing is based on 'legitimate interest', you have the right to object to the processing of your personal information.

Right to complain

You have the right to lodge a complaint with the Information Commissioner. (To contact the Information Commissioner see **Contact Details** below).

How do we keep your information secure?

When you give us personal information, we use password - protected laptops to ensure it is treated safely. Paper documents will be held securely in private homes. We will only make records available to those who have a right to see them.

Non-sensitive details (e.g. your name, address, phone number, email address) are transmitted normally over the phone or internet. The latter can never be guaranteed to be 100% secure.

Training of volunteers allows us to make them aware of how to handle information and how and when to report difficulties.

How long do we keep your personal information?

We keep your personal information for no longer than is reasonably necessary to fulfil the purposes outlined in this Privacy Notice, unless a longer retention period is required by law or there is a need or potential need in order to defend or pursue a claim. Once information is out of date or has served its purpose it will be shredded or securely deleted.

13 or under

We are concerned to protect the privacy of children under the age of 13. If you are aged 13 or under, please obtain your parent/guardian's permission beforehand whenever you provide us with personal information.

Transfer of Information abroad

The personal information we process will not normally be transferred to a country outside the European Economic Area (EEA) unless, for example, any server we may use is from time to time located in a country outside the EEA. We will take all practical steps, if this happens, to seek to ensure that your privacy rights continue to be protected as outlined in this Notice. We will seek advice from the Information Commission when necessary.

Automated decision making

We do not carry out automated individual decision-making (making a decision solely by automated means without any human involvement) or profiling (automated processing of personal information to evaluate certain things about an individual).

Further processing

If we wish to use your personal information for a new purpose, not covered by this Privacy Notice or by another of our policies, we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise any rights, queries or complaints, please in the first instance contact the current chair in person or via theartssocietydevizes@gmail.com.

For independent advice, data protection compliance concerns or to lodge a formal complaint, you can contact the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/global/contact-us/email> or Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Review

We keep this Privacy Notice under regular review. It will also be subject to annual review. The date below will indicate when this Privacy Notice was last updated. Any changes are effective when we post the updated Notice.

Adopted May 2018

Revised (1) November 2019