

MARLOW ART AND CRAFTS SOCIETY DATA PRIVACY NOTICE 2018
GENERAL DATA PROTECTION REGULATIONS (GDPR)

At Marlow Art and Crafts Society (“MACS”, “we” or “us” “the Club”) we are committed to promoting art and crafts participation appreciation and learning as well as related social activities. In order to do this, we collect and use personal data.

This Data Privacy Notice describes what personal information we collect or obtain about you and how we use it in line with the General Data Protection Regulations (GDPR) effective 25th May 2018. An important change under the new regulations is that we need to provide a clearly written Data Privacy Notice (this document) to explain how we collect and use personal information and to obtain your explicit consent to retain your personal details.

WHY DO WE COLLECT AND USE MEMBERS’ INFORMATION?

By member we include all categories of MACS membership under club rules.

We collect and use information to:

- Administer membership and collect fees due.
- Send out regular newsletters
- Contact members to keep them informed about Club events and other activities at the club.
- Comply with our rules for notifying members of Committee Meetings, the AGM or any-EGM and other formal commitments.
- A list of members’ names is passed to the SAA (Teaching Art Ltd.) for SAA insurance and other statistical reporting such as workshop or class attendance.

WHAT INFORMATION DO WE RECEIVE OR COLLECT?

The categories of personal information that we may collect, and hold include:

- Personal information as requested on the appropriate MACS forms whether completed and returned electronically or on paper, such as your name, address, e-mail address, telephone and/or mobile number.
- For the purpose of organising club events (such as classes, workshops and outings), the above information may be collected from members who have specifically requested to attend these events and agreed use of their information for the purpose.
- Photos or videos of members taking part in club events having signed on our membership or entry forms, to agree to us using pictures for publicity purposes.
- Personal information and photos of **visitors** taking part in events, having signed our entry or consent forms to agree to us holding this information and to using pictures for publicity purposes.
- No images of children under 18 years of age will be published except with the signed prior consent of a parent or legal guardian.
- Name Address and phone number of members and invitees for entry of art works into our exhibitions
- Records of prize winners and on Prize certificates.
- Information about suppliers (for example, coach companies, hall hirers)

WHERE IS THE DATA KEPT?

- Electronic data is stored on the hard drives of the following Committee Officers' computers. (Backup copies may also be held on private 'Cloud' drives to help protect against computer failures.) Reasonable precautions are taken to keep these computers secure.
- Membership Secretary.
- Treasurer
- Chairman
- Workshops Coordinator
- Art Class Coordinator
- Publicity and Newsletter Coordinator
- Exhibition Coordinator
- Trips Coordinator
- Other members whose role requires access to data
- All paper records are stored in locked cabinets in the private premises of the above Committee Officers.
- Membership records are only accessible to those members in committees and in club roles who require access for their respective operational purposes.
- MACS's website will also contain some limited data and images of members.

WHO DO WE SHARE MEMBERSHIP INFORMATION WITH?

MACS will not share your personal identifying data with any third party or external body, except those stated in this document (below). We share information within the club for operational or on a need to know basis with appropriate club members as follows:

- To receive the necessary information to fulfill their duties to organise and run workshops, outings and other events.
- Members names are shared with the SAA (Teaching Art Ltd) for statistical purposes and for insurance but this does not include any other personal information.
- Videos and photos of members and visitors taking part in club events may be posted on our website.
- We may also disclose your personal information to third parties if under a clear, legal duty to disclose or share your personal data in order to comply with any lawful obligation.
- We may share your personal information **at your request**, with third party event providers.

WHEN AND HOW DO WE DESTROY THE DATA?

- MACS Membership Data will be retained for the year of your membership and updated each year as appropriate on renewal.
Where your membership lapses, we will within a reasonable time of the lapse occurring cease actively processing your data - but may retain your data for up to one year for the purpose of facilitating the renewal by you of your membership or in the case of continuing administrative need such as unpaid fees.
- Personal information will be deleted on computers and/or shredded from any file.
- Committee members will be reminded to delete/shred contact details on termination or non-renewal of membership.
- An archival copy of the annual membership list will be retained with the club's records.

- The minutes of the Club's committee meetings will be retained in line with current practice and will unavoidably contain some personal data

Please note: You may ask MACS members to make contact with you for reasons other than those in connection with MACS and its activities. In these circumstances MACS will not be able to impose or exercise controls concerning your personal identifying data.

HOW YOU CAN ACCESS YOUR PERSONAL DATA

Under the Data Protection Regulations, you have the right to request information that we hold. To make a request, please contact the Data Protection Officer.

You have the right to:

- Access this information within a month of making the request.
- Have mistakes corrected and in certain circumstances, erased or destroyed.
- Object to processing data that is likely to cause damage or distress, for example, any form of discrimination, damage to your reputation or any significant economic or social disadvantage.
- Complain to the Information Commissioner's Office (ICO).
- Withdraw your permission given under the MACS Data Privacy Notice (this Document).
- Prevent process for the purpose of direct marketing, albeit MACS does not use data for direct marketing.
- Object to decisions being taken by automated means, albeit MACS operational and Club decisions are taken only by the responsible club members.

RESPONSIBILITIES

- It is the responsibility of all MACS members and Committee members to ensure that personal information provided to the Club, for example current address, is accurate and up to date.
- Members whose role involves the collection, maintenance and processing of personal information about other members, and suppliers or any other individuals with whom the Club has dealings are responsible for following the Club's procedures on data protection.
- If as a member, you choose to opt out of sharing your information, it is your responsibility to make alternative arrangements to ensure that you are aware of and fulfil your club responsibilities/duties. Please note that your obligation under the Club's rules to carry out the responsibilities/duties allocated must still be adhered to.
- **For the purpose of GDPR, overall responsibility for ensuring the Club complies with its data protection obligations rests with the Chairman, overseen by the Committee.**

YOUR CONSENT TO THIS PRIVACY NOTICE

An important change to data protection brought in by GDPR is that we need to obtain your explicit consent to retain your personal details. This means you opt in to MACS holding your personal data rather than opt out.

From 25th May 2018 season MACS membership forms will include a box with this declaration. This is to provide your consent for us holding your personal identifying data and also, explicitly, to sharing it with other members to fulfil their respective roles, as well as contacting you by email on Club matters relating.

EXAMPLE DECLARATION FOR MEMBERS

I confirm I have read and understood the Notice of Privacy 2018 as posted on the MACS Website and that I agree to MACS holding my personal identifying data as provided on my membership form and to contact me by email on Club matters using such data.

NAME OF MACS MEMBER – please print:

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I agree/do not agree with the information on my form being shared with other MACS club members for operational purposes or on a need to know basis as set out in the Privacy Notice.

Note: If you choose to opt out of sharing your information, it is your responsibility to make alternative arrangements to ensure that you are aware of and fulfil your club responsibilities/duties. Please also note that your obligation under the club’s rules to carry out the responsibilities/duties allocated must still be adhered to. You will not receive Newsletters and Emails with information on events.

Signed..... Date.....

Questions, comments and requests regarding the MACS Data Privacy Notice are welcomed and should be addressed to the Chairman /Data Protection Officer.