

Privacy Notice relating to members’ personal data

This policy must be read in conjunction with the overarching Privacy Notice, of which this Appendix forms part.

Note: throughout this paper, where the terms “he”, “his” or “him” are used, these should be treated as covering any natural person and not being gender specific.

CONTEXT

Policy statement

The Romsey Art Group operates as a membership group for an annual fee. The records of personal details for all our paid up members and honorary members are kept on a secure data base. This database is backed up by paper records. The Romsey Art Group does not use any such personal information for any purpose other than the operation of activities as detailed in the programme of events and other communication needs for the operation of the art group, its activities, and any other relevant art related information germane to its aims.

We only ask you to provide the minimum amount of information to enable us to provide you with the benefits available to members. We do not share your information with third parties. Your information is only available to the Committee and members of the Group authorised by the Committee in order to operate the Group effectively, that is manage the website, send out information on the activities of the Group, and to contact you on Group business. It is kept secure. We keep your personal data no longer than is necessary. Our website is hosted by a third party provider, compliant with the General Data Protection Regulation.

Under the terms of membership, described in the next paragraph, we are not currently able to provide the benefits or services associated with membership unless we keep in contact with you and send you by mail or electronically Group communications. On this basis, we do not, at present, require your consent to keeping this information, otherwise we would not be able to deliver to you the package of benefits associated with membership. However, if our processes change, we may in the future provide for you to opt in or out of membership benefits, including communications, and seek your consent in relation to those you want to receive.

Your rights in relation to your personal data are set out in full at Section 5 (Subjects’ Rights) of the overarching Privacy Notice. You are at all times in charge of the personal data you provide; you can update this on the website or contact the Membership Secretary to have it updated. You have the right to request that your personal data is erased, but in that case we cannot provide you with the benefits of membership which you acquire in return for paying your annual subscription.

Terms of membership

The Group is financed by its membership, which is principally membership subscriptions, and commissions from members for the sale of their artworks. The Group has no paid staff, and is dependent on the goodwill of its members in volunteering to operate the Group and pay for its premises and operational costs.

At the time of applying for membership, new members are advised what events and information they will receive as members, and the members fill in a form to state what tasks they are willing to volunteer to undertake.

Members are asked whether they are prepared to receive communications electronically, or want to receive information in paper format.

However, there are some communications that we need to send you. These are essential to fulfil our commitments to you as a member. The IT set up of the Group does not currently allow members to opt out of different types of electronic communications, so all communications will be sent to all members who have opted to receive them electronically. (We have to use our resources responsibly: our IT support is provided by unpaid volunteers, and developments have to be prioritised according to their value to the Group and the time that can be given by volunteers.)

Where communication is sent by paper, this will generally be confined to the regular newsletter and any paper programme, the latter only being sent where a stamped addressed envelope is provided.

Accordingly, at present, if a member wishes to participate in the benefits of membership, the Group will need to retain the personal data of the member to provide those benefits as an undifferentiated package of benefits.

A member's right to lodge a complaint about the Group's handling of personal data or to have such data removed are set out in the overarching Privacy Notice.

DETAILED INFORMATION

What personal data do we collect?

Your personal data (any information which identifies you, or which can be identified as relating to you personally for example, title, name, address, phone number, email address) will be collected and used by us.

We also collect data on tasks which you are able to assist the Group with on a voluntary basis.

We only collect the personal data that we need.

We collect this personal data as part of registering you as a member, through the membership form which you complete. This data will include tasks you volunteered to do at the date you joined the Group.

It is your responsibility to keep this data up-to-date. You can update this information at any time by accessing your profile on the Group's website¹ or by contacting the membership secretary.

If you are an artist with a website, you may be able to have added to the Group website a link to your personal website, and add photographs of your work to the members' gallery on the Group website. **It is your responsibility to keep this up-to-date.**

In addition to the principal collection of your personal data at the time you become a member, we may also have records as follows:

- details of when you joined, and whether and when you paid your subscription

¹ Updating details on website. Log in, select "My Menu", then select "My details" and update.

- details of entries to Group exhibitions, sales, and your exhibition duties
- details of events and activities of the Group in which you have been involved in (attendance at workshops, Open Studios, exhibitions, as an exhibiting artist or a helper);
- as a Committee Member or a member who has agreed to have personal contact details published or included in a particular manner to enable effective management of the Group (eg completion of bank mandate or other official form, or your details provided as contact point for a Group event or activity);
- financial information where we need to make a payment to you (eg the proceeds of sales of your art at one of the Group exhibitions);
- financial information where we have taken payment from you, such as for your membership subscription or a workshop. (In all cases, debit or credit card details are destroyed in accordance with the card provider's security rules.)
- Your views on the Group if we are actively seek such views (eg through a questionnaire).

In relation to your usage of the Group website, we may automatically collect the following information:

- Technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform
- Information about your visit, including, but not limited to the full Uniform Resource Locators (URL) and query string, clickstream to pages you viewed
- Information about payments for subscriptions or events in order to maintain proper accounting records for the Romsey Art Group
- The terms that you use to search our website

Please note that certain services on our website will not be available to you until you have become a member and been given a user id and password to use our website.

Information we generate

We may in the future conduct research and analysis on the information we hold, which can in turn generate personal data. For example, by analysing your interests and involvement with our work we may be able to build a profile. This may, at a future date, help us decide which of our communications are likely to be of interest you. (At present we are not in a position to have separate mailing lists, and all electronic communications are sent to the entire membership on e:mail.)

How we use your personal data

Your personal data will be used to enable us to provide membership services to you and for the benefit of the Romsey Art Group. These are, inter alia:

- maintain membership records
- provide newsletters, details of events, membership or programme cards

- enable you to participate in exhibitions, workshops and other events
- inform you of art related matters which may be of interest
- ask for your help as a volunteer to support a Group activity or task. We may send a circular to all members, or alternatively identify and phone those who have listed a particular skill which is needed.

We may record any details appertaining to the above in our records for the purpose of assisting us in managing the Group in the future, for example to record that you have undertaken a particular task; for example it is our practice to keep a list of those who assist with exhibitions, or grounds' maintenance.

You have the opportunity to update your preference on specific voluntary duties which you would like to volunteer for on your personal page on the Romsey Art Group website, or to advise the membership secretary of changes to your preferences for volunteering. We shall, within the constraints of managing the Group efficiently, take note of such preferences.

If you otherwise interact with us, we may note anything considered relevant in the minutes of the Committee (available for members to view).

If you tell us you want to fundraise to support the Group, we will use the personal information you give us to record your plans and contact you to support your fundraising efforts.

We may note donations or bequests by members, in financial records and the minutes of the Committee.

Your personal data will also need to be retained where it forms part of the accounting records.

We will only use your personal data on relevant lawful grounds as permitted by the EU General Data Protection Regulation (from 25 May 2018)/UK Data Protection Act and Privacy and Electronic Communication Regulation.

If asked by the police, or any other regulatory or government authority, we may need to provide your personal data to a department of government, or a local authority. We will only do this where there is a legal requirement to provide the information.

We will never share your information with third parties, except in the case of a legal obligation, or as part of an operational requirement. Examples of these are described below.

Your personal data is kept on a website hosted by a third party. We will provide a link to the Privacy Policy of that provider when it is published.

Your bank account details will be held by our bank, as part of their bank records, where we have made an electronic transfer to you.

Our electronic card processor will have your details where you have made an electronic payment to us.

Membership of Romsey Art Group Committees

In order to comply with the rules of the Romsey Art Group, we process personal data of Committee Members which may be made more widely available to members and third parties. The name of Committee Members may appear on the website, in Committee Minutes, as points of contact, and in other circumstances. This may include the need to obtain and hold 'special categories' personal data from Committee Members if required for the completion of bank, statutory or other similar forms on behalf of the Romsey Art Group and other such matters in order that the Group can effectively operate. Occasionally, by agreement, the details of non-Committee Members may have to provide such personal data, for example as a contact point for events such as the Romsey Show.

Such data will only be released with the explicit consent of the member, which shall be deemed to be given as part of election to the Committee or agreement to take on the particular role.

- **Contractual responsibilities:** The data processed to meet contractual responsibilities includes, but is not limited to, data relating to: bank accounts, application forms and legal agreements.
- **Statutory responsibilities:** Our statutory responsibilities are those imposed through law on the organisation, such as by a local authority or government department.
- **Management responsibilities:** Our management responsibilities are those necessary for the organisational functioning of the Group. The data processed to meet management responsibilities includes, but is not limited to, data relating to: training and development and other responsibilities imposed, for example compliance with General Data Protection Regulations, Health and Safety.

Special categories of personal data

The Act defines "special categories" of personal data' as information about racial or ethnic origin, political opinions, religious beliefs or philosophical beliefs, trade union membership, genetic data, biometric data for the purposes of uniquely identifying a natural person, data concerning health (unless a regulated health professional), data concerning a natural person's sex life or sexual orientation.

We will only collect such data if there is a legal requirement to do so.

Updating your data and mail preferences

We want you to remain in control of your personal data. If, at any time, you want to update or amend your personal data, you may do so by following the instructions you have been given, or, if unable to do so through this process, by contacting the Romsey Art Group through the contact e:mail on the website. Alternatively, you will need to write to our membership secretary.

As stated, we do not currently have the IT systems in place to enable you to decide which membership communications you will receive. However, you may opt to receive communications electronically or by post.

Subject access rights

If you would like further information on your rights or wish to exercise them, please write to the membership secretary.

You will be asked to provide the following details:

- The personal information you want to access;
- Where it is likely to be held;
- The date range of the information you wish to access

Once we have all the information necessary to respond to your request we will aim to provide you with your information within one month, dependent on the workload of the members who will need to locate this information.

What to do if you are not happy

In the first instance, please talk to us directly so we can resolve any problem or query. You also have the right to contact the Information Commissions Office (ICO) if you have any questions about Data Protection. You can contact them using their help line 0303 123 113 or at www.ico.org.uk.

Cookies and links to third party websites

Cookies

Cookies are small text files stored on your computer when you visit certain websites. We use first party cookies (cookies that we have set, that can only be read by our website) to personalise your online experience. You can control the use of cookies via your browser. Further information can be found in the Romsey Art Group's cookie policy.

Links to other websites

Our website may, from time to time, contain links to and from the websites of current or former members of the Romsey Art Group. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites. This Privacy Notice applies solely to the personal data collected by the Romsey Art Group.

Keeping your information We will only use and store your information for as long as it is required for the purposes it was collected for. How long it will be stored for depends on the information in question, what it is being used for and, sometimes, statutory legal requirements.

How we secure your data

Information system and data security is imperative to us to ensure that we are keeping our customers, members, volunteers, employees and contractor safe.

We will always keep your information secure to maintain your confidentiality. By utilising strong encryption when your information is stored or in transit we minimise the risk of unauthorised access or disclosure; when entering information on our website, you can check this by right clicking on the padlock icon in the address bar.

Disclosing and sharing information

We do not allow third parties to access to your information, unless this is a legal requirement.

Personal data collected and processed by us may be shared with the following groups where necessary:

- Third party cloud hosting and IT infrastructure providers who host the website and provide IT support in respect of the website;
- Service Providers providing services to us (banks, card provider)
- Advisors (our accountants)

We may also disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of agreements.

Storage of information

The Romsey Art Group is based in the UK and we store most of our data within the European Union (EU). The web hosting company which provide services to us may transfer data outside the European Economic Area but, if this is the case, we will check that your data is adequately protected.

Payment card Security

The Romsey Art Group complies with PCI-DSS security. This is the international standard for safe card payment processes. We do not collect or store payment card information; for example the full 16 digit number on the front of the card or the security code on the back.

CCTV/filming

We do not currently use Closed Circuit Television (CCTV) at our premises for security. If we do install it, we will issue a notice stating its usage, and we will comply with the Information Commissioner's Office CCTV Code of Practice and put up notices so you know when CCTV is used.

We may from time to time film events. In this event we will obtain your permission, and ensure we comply with the requirements of the Information Commissioner's Office.

Changes to this privacy policy

We will amend this Privacy Notice from time to time to ensure it remains up to date and reflects how and why we use your personal data and new legal requirements. Please visit our website to keep up to date with any changes. The current version will always be posted on our website.

This privacy policy was first published on 25 May 2018. The date of any change will be recorded.