

Radlett Art Society Membership Privacy Policy – V1.0 – 2 May 2018

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[What personal data does Radlett Art Society collect?](#)

The data we routinely collect includes members’ names, addresses, telephone numbers, email addresses and the date you last paid your subscription.

[What is this personal data used for?](#)

We use members’ data for the administration of your membership, the communication of information such as trip and lecture details and the quarterly newsletter and the organisation of social functions or workshops.

[Who is your data shared with?](#)

Your personal data is not passed on by us to any other organisation.

[Where does this data come from?](#)

We collect this data from your membership application and renewal forms and when you apply to go on trips.

[How is your data stored?](#)

This information is mainly stored in digital form on computers. Information may be held on paper for a short period of time while it is being used, e.g. planning of trips and activities, but will be destroyed once the activity has been completed and accounted for.

[Who is responsible for ensuring compliance with the relevant laws and regulations?](#)

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring Radlett Art Society discharges its obligations under the GDPR is the Radlett Art Society Chairperson.

Who has access to your data?

Members of the Radlett Art Society Committee have access to members' data in order for them to carry out their legitimate tasks for Radlett Art Society. This is so they can confirm you are members of the Art Society and for sending out the quarterly newsletter, organising and communication about lectures, trips, the summer exhibition and social functions. They are not free to use it for any other purpose.

What is the legal basis for collecting this data?

Radlett Art Society collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation.

How you can check what data we have about you?

If you want to see the membership data we hold about you, you should contact the Radlett Art Society Membership Secretary.

Does Radlett Art Society collect any "special" data?

The GDPR refers to sensitive personal data as "special categories of personal data". We do not record any such special data of these categories.

How can you ask for data to be removed, limited or corrected?

You can also ask for your data to be corrected by contacting the Membership Secretary.

You can ask for your additional data to be removed and we would just keep your name, membership number and subscription payment date however you would no longer receive information such as the newsletter, details of activities or reminders about the renewal of your membership. If you do not want us to keep this basic data then we would no longer be able to recognise you as a member of Radlett Art Society.

How long we keep your data for, and why?

We normally keep members' data after they resign or their membership lapses in case they later wish to re-join but will remove this when the next membership renewal cycle completes. We will delete any former member's contact details entirely on request.

What happens if a member dies?

We normally delete members' information immediately after we know they have died unless it is common information with a partner at the same address.