

Introduction

On 25th May 2018, the new General Data Protection Regulation (GDPR) will come into operation. The legislation has primarily been introduced to protect against the misuse of personal data.

As an educational charity, The Arts Society Sudbury (hereafter called the Society) arranges lectures and other activities on a variety of aspects of the Arts. The Society collects, stores and uses membership information in order to fulfil contractual obligation to members.

The Data Protection Policy

This policy applies to all those handling membership data on behalf of the Society, and everyone has a responsibility to keep to the policy.

The policy explains what data should be collected, and how it is stored and used to comply with the law and the Society's data protection standards.

The policy ensures that the Society:

- Protects the rights of our members
- Complies with GDPR and follows good practice
- Minimises the risk of a data breach.

Data stored for lawful purposes

The Society will only store personal data that you have given us and we share it with our umbrella organisation, The Arts Society, and HMRC; for example to arrange the distribution of the quarterly magazine and for Gift Aid. The Society will **not** make data available to third parties, nor share your data with another member without your specific permission.

The data held on most members is:

Name	Postal address	Email address	Telephone numbers
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with further personal information held for those people taking part in Society events.

The Society will do its utmost to see that the data is kept securely:

- Electronic data will be held within a password protected and secure place
- Paper data, for example membership forms, will be stored securely
- Data will only be given to those trustees who need it to fulfil their jobs.

Members of the Society have the right to request :

- To see any of their data that we store
- To update inaccurate data
- To object to the storage or use of their data. This objection would affect their membership as the Society would not be able to make contact with them.

Membership data and Gift Aid records will be stored by the Society for six years after membership ends, to comply with contract law.

Data Controller

The membership secretary has been appointed Data Controller and will keep the master membership list up to date. The Data Controller, together with the Trustees of the Society, are responsible for what data is collected, how it is used and stored. Any questions or corrections to your data should be directed to the Data Controller.