

THE CROYDON ART SOCIETY (CAS)

Member Data Privacy Notice

This notice explains what data we hold about you, our members, and your rights under the General Data Protection Regulation (GDPR).

All members are required to provide their names and contact details for the purpose related to the circulation of notices and membership cards. This data is collected by email, from the website application form or on paper and is then stored in a secure password protected digital cloud service.

- We will hold title, name, suffix (e.g. qualification, honours, membership of other societies), address, phone number, email address and date of joining the Society.
- We will also hold your exhibition submission and sales history and any information you have provided for publication on the website and in the book of members.
- For membership purposes we will also hold your details on personal computers used by the Membership Secretary, The Honorary Secretary, The Honorary Treasurer, the Newsletter Editor and the Exhibition Manager.
- The Honorary Treasurer will also hold your bank account details to verify cheque payments and where appropriate to utilise electronic payments.
- Where you have given us details we will hold information about your skills and previous experience (which may be helpful for the running of the Society).

ACCESS TO AND RETENTION & USE OF PERSONAL DATA

ACCESS will be restricted to members of the CAS Committee and particularly the Honorary Treasurer, the Exhibition Secretary and the Honorary Secretary, the Membership Secretary, The Newsletter Editor and the Chairman. Some of your details will be available to the Honorary Auditor where appropriate for details of accounting transactions.

The Tea Rota Organiser will be given a paper copy of your name address, email address and telephone number.

Unless you specifically withdraw your consent, your name, address, email address and telephone number will be circulated to all members by email or on paper.

RETENTION of your data is managed as follows:

- We maintain the data as accurately and up-to-date as possible.
- We delete the data when no longer required. Data is retained for a maximum period of ten years from the date that membership ceased and is managed by the Honorary Treasurer.

We **USE YOUR PERSONAL DATA** for the following purposes:

- To contact you regarding general or personalised notices to members.
- To contact you regarding membership and submission fees.
- To answer any queries you raise with us.
- To send you details of our programme including meetings, exhibitions, Summer and Christmas Lunch and other Social activities.

We have two legal bases for holding your data:

- Contract: You enter into a contract with us when you accept membership.
- Consent: We send you our Newsletter, details of our events, or relevant third-party information, unless you have withdrawn your consent.

Third parties who have access to your data:

- The Auditor of our accounts.
- Our bank that processes your cheque or electronic payments.
- Our insurer who may request a list of member names.
- Google who provide our email service and cloud storage. <https://cloud.google.com/security/gdpr/>

We do not share your data with any other party.

YOUR RIGHTS UNDER THE GDPR

You have the following rights with regard to your personal data:

- To request a copy of the data we hold about you.
- To request that we correct data that is inaccurate or out of date.
- To request your data is erased when it is no longer necessary for us to retain it.
- To withdraw your consent to receive mailshots.
- To lodge a complaint with the Information Commissioners Office (ICO).

Croydon Art Society (CAS) can be contacted as follows: By email: croydonartsociety@gmail.com

By post: The Chairman, c/o 50 Northampton Road, CROYDON, CR0 7HT

The ICO (see <https://ico.org.uk/for-the-public/>) can be contacted as follows:

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 By website form or email: <https://ico.org.uk/global/contact-us/email/>