

# Privacy Notice for East Cornwall Society of Artists (ECSA) Ltd

2018 - Updated 2021

## **What personal data do we collect?**

The data we routinely collect includes members' names, addresses, e-mail addresses, summary of experience and reasons for joining. We collect this data directly from our members when they join the club.

## **What is this personal data used for?**

We use members' data for the administration of your membership; the communication of information, and the organisation of events.

## **Who is your data shared with?**

Your membership data is shared between the ECSA Committee members only.

Your personal data is not passed to any other organisations.

## **Where does this data come from?**

Data comes from our members when you join ECSA.

## **How is your data stored?**

This information is stored on our Gmail account (email address) and on a membership spreadsheet (all joining data) and in paper form and on Members account statements

## **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 persons who are responsible for ensuring ECA discharges its obligations under the GDPR are the Chairman, Treasurer and Membership Secretary.

## **Who has access to your data?**

Members of the committee ECSA have access to members' data in order for them to carry out their legitimate tasks for the organisation

## **What is the legal basis for collecting this data?**

ECSA collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation. For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

## **How you can check what data we have about you?**

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

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

There are various ways in which you can limit how your data is used.

- You could maintain your club membership with your correct name but with limited contact details. However, we do need to have at least one method of contacting you. You could for example simply maintain an up-to-date e-mail address, but of course this would limit how we can contact you concerning club matters.
- You may choose not to receive e-mails from ECSA but other methods of contact are costly to the association.
- If you do need your data removed or corrected, please contact the Membership Secretary.

### **How long we keep your data for, and why?**

We normally keep members' data after they resign or their membership lapses for our archive purposes. However, we will delete any former member's contact details entirely on request. Other data, such as that relating to accounting, is kept for the legally required period.

### **What happens if a member dies?**

We normally keep members' information after they die. If requested by their next-of-kin to delete it we will do so on the same basis as when requested to remove data by a former member.

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