



DATA PROTECTION AND PRIVACY NOTICE

General

- 1 The Arts Society Chiswick complies with all legal requirements applying to control, processing and protection of members' personal data and is fully compliant with all provisions of current Data Protection legislation.
- 2 We hold and process members' data in order to fulfil our contractual obligations to our members and to comply with our common law and statutory obligations.
- 3 The Arts Society Chiswick is the data controller for the information you provide unless otherwise stated.

What will we do with the information you provide to us?

- 4 We hold and process data in order to:
 - administer and maintain membership records;
 - request, receive and record membership subscriptions;
 - provide information to members;
 - submit returns to The Arts Society national office;
 - provide information to His Majesty's Revenue and Customs with respect to our Gift Aid returns and records.

Our Obligations

- 5 The Society complies with all appropriate data protection principles. We will therefore:
 - process data lawfully, fairly and in a transparent manner and process it for only specified and lawful purposes;

- ensure that all data obtained is adequate and relevant to those lawful purposes and is accurate, up to date and kept no longer than necessary;
- process all data in accordance with each member's statutory rights;
- take the appropriate security measures to protect the data from unauthorised disclosures.
- We will not share any of the information you provide with any third parties for marketing or any other purposes or store any of your information outside of the European Economic Area.
- The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.
- Access to your personal information is restricted to Arts Society Chiswick committee members for specified purposes. This may include the Chair, Treasurer, Secretary and Membership Secretary.

What information do we ask for, and why?

- 6 We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.
- 7 We ask you for your personal details including name and contact details. We will also ask you to complete a Gift Aid declaration if you are a UK income tax payer. You do not have to provide this last information if you do not wish to.
- 8 The information we ask for is used to communicate with you about Arts Society Chiswick meetings and other activities.
- 9 We use the Intuit Mailchimp service to provide information to you by email. The service's data security and privacy information can be accessed on <https://mailchimp.com/about/security>
- 10 Your name and address will be passed to the Arts Society National Office for administrative purposes and held on the Society's computer system. This is a system operated over the internet to support the operation and administration of individual Arts Societies.

The Society's privacy statement can be accessed here:

<https://theartsociety.org/sites/default/files/GDPR%20-%202022.pdf>

How long do you keep my information?

- 11 On leaving The Arts Society Chiswick, your data will be kept for no longer than 24 months. This helps to deal more efficiently with members who leave and re-join within this period.
- 12 If you have completed a Gift Aid declaration, current HMRC rules provide that we must keep declaration records for *6 years* from the end of the accounting period they relate to.

Your Rights

The Right to be Informed

- 13 This Data Protection and Privacy Notice provides a description of the personal data being processed; and the persons or classes of persons to whom the data may be disclosed.

Right of Access

- 14 On making a written request, you have the right to be told the content of the personal data relating to you and being processed by us. This information will be provided within one month of receiving such a request.
- 15 If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

Correction of Inaccurate Data

- 16 If, on viewing that personal data processed by ourselves, you consider the data to be inaccurate, you have the right to ask us to amend any inaccuracies or to remove any data that is inaccurate or out of date. You also have the right to request that we restrict or stop processing the data. Please note that this does not apply where we are processing data in fulfilment of our legal obligations. Any such request should be made to the Membership Secretary in writing.

17 Complaints or Queries

The Arts Society Chiswick is happy to provide any additional information or explanation needed with regard to any aspect of our collection and use of personal information.

18 Visitors to our Website

Our website – <https://theartsocietychiswick.org.uk> is hosted on Airedale Solutions, whose contact details are displayed on the website. It does not use cookies and does not store personal

information. If you email us we will only use your email for the purpose of replying to you.

The website uses Google Analytics, a web analytics service provided by Google Inc. ('Google'). Google Analytics uses 'cookies' which are text files saved on your computer, to help analyse how you use the site.

You may refuse the use of cookies by selecting the appropriate settings on your browser, please note that if you do this you may not be able to use the full functionality of the website. You can also prevent Google from collecting information, including your IP address, via cookies and processing this information by downloading this browser plugin and installing it:

<http://tools.google.com/dlpage/gaoptout>

Further information concerning the terms and conditions of use and data privacy can be found at the Google Analytics terms of service:

<https://www.google.com/analytics/terms/gb.html>

19 Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 8th January 2025.

20 How to contact us

If you want to request information about our privacy notice you can email:

Membership Secretary Lynne Patchett at membership.tasch@gmail.com or Committee Secretary Sheila Knight at secretary.tasch@gmail.com