

DRIFFIELD ART CLUB (DAC)
Privacy Policy - General Data Protection Regulations 2018

The words, **we**, **our** or **us** in this privacy notice refer to **DRIFFIELD ART CLUB (DAC)**

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. It explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of your personal information.

Since DAC is a "not for profit" organisation run by volunteers for the benefit of members, we are not required to register with The Data Protection Regulator although we do have to comply with the legal requirements of the GDPR 2018.

For data protection purposes, the Data Controller is the elected Committee of DAC.

For your membership, we ask you to provide the following:

- personal contact details that allow us to contact you directly such as name, title, email, address and telephone numbers;

We will also keep:

- records of your emails and other correspondence in certain circumstances;
- for audit purposes, details of payments from you and details of any payments made to you for the recommended time of 7 years. (This does not include any details of your bank i.e. cheque account number/sort codes, but will include our cheque numbers, dates and amounts);
- your preferences so that we know whether and how we should contact you.

We may also keep:

- images in photographic form during DAC events i.e. Exhibitions, workshops, demonstration evenings, visits etc.

USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
To administer the membership you have with us and managing our relationship with you, including dealing with payments	All contact details, transaction and payment information, records of your interactions with us, and marketing preferences.	This is necessary to enable us to properly manage and administer your membership.
To arrange and manage any contracts for workshops, Exhibitions or visits.	Contact details, transaction and payment information. Records of your interactions with us.	This is necessary to enable us to properly administer and perform any contract for the provision of any services you have purchased from us.
To send you information which is included within your membership, including details about competitions, Exhibitions and events, and any relevant updates.	Contact and membership details.	This is necessary to enable us to properly manage and administer your membership.
To send you other information we think you might find interesting or which you have requested from us, including information about membership, events, and information from other Art Societies/Artists.	Contact details and marketing preferences.	Where you have given us your consent to do so.
To answer your queries or complaints	Contact details and records of your interactions with us	We need to be able to help you in case there are any issues with your membership.
Retention of records	All the personal information we collect.	We need to retain records in order to properly administer and manage your membership and run our club and in some cases we may have legal or regulatory obligations to retain records.

USES MADE OF THE INFORMATION (continued)

To conduct data analysis to better understand Exhibition submissions and attendance at organised events.	Records of work submitted to Exhibitions & attendance on visits	We to ensure that Exhibitions are relevant to our members.
For the purposes of promoting the club, our events and membership.	Photographs for publicity purposes.	Where you have given us your explicit consent to do so.
To comply with health and safety requirements	Records of attendance,	We have a legal obligation to ensure members of DAC enjoy art in safety.
To administer your attendance at any courses you sign up to	All contact details, transaction and payment data.	This is necessary to enable us to properly manage and administer your attendance on the course.
To arrange for any trip or transportation to and from an event	Emergency contacts, transaction and payment information, health and medical information. This additional information will be collected for external visits only and deleted after the event.	This is necessary to enable us to make the necessary arrangements for the trip and/or transportation to an event. To be aware of any Health problems and have emergency contact details.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so for audit purposes. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

DIRECT MARKETING

Email, post and SMS marketing: from time to time, we may contact you by email or post or SMS with information about products and services we believe you may be interested in.

We will only send marketing messages to you in accordance with the marketing preferences you set. You can then let us know at any time that you do not wish to receive marketing messages by emailing us at mail@driffieldartclub.co.uk, or by post as outlined in the "Contacting us" section.

We will not share your details with any third party except:

- **The Government:** where we are required to do so by law or to assist with their investigations or initiatives.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 2 years after your last contact with us or the end of your membership. Exceptions to this rule are:

- Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You can contact us by using the details set out in the "**Contacting us**" section below.

YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;

Your right to withdraw consent or object to processing for direct marketing is an absolute right.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email mail@driffielddartclub.co.uk or write to us at Driffield Art Club c/o 7 Outer Trinities Beverley, HU17 0HN