

## **SPITHEAD ARTS PRIVACY STATEMENT**

1. The SPITHEAD ARTS Privacy Statement is established in accordance with the General Data Protection Regulations effective from November 2021.
2. Every organisation that holds personal data must have a Privacy Statement which provides a record of what it holds, states where that information has come from and with whom it is shared.
3. The regulations define personal data as “any information concerning an individual, whether it relates to his or her private, professional or public life.” The Society must:
  - ensure that there is a record of all personal data
  - identify why the data is held
  - know the rights of the individuals on whom data is held
  - inform individuals how the data is held and used
  - ensure the security of the data
  - have defined procedures in place should a security breach occur.
4. Members are required to give SPITHEAD ARTS the following personal data for the legitimate business of the society:
  - Name
  - Address

If consent to hold this information is subsequently withdrawn, it will be necessary for SPITHEAD ARTS to delete a member’s personal data with immediate effect; this will make it impractical for the Society to keep track on such members therefore the member will be deemed to have terminated their membership.

[It is *optional* for members to give a contact telephone number and/or email address on their membership application and renewal forms, to be used for SPITHEAD ARTS communication only.]

5. SPITHEAD ARTS will limit the holding of the membership database to the following post holders:
  - Chairman
  - Vice Chairman
  - Treasurer
  - Membership Secretary

who will all hold the data electronically; the Membership Secretary will also hold paper copies of membership application forms and renewals for the current year and the previous year only.

Other committee members may be given access to relevant membership data to enable them to organise specific SPITHEAD ARTS activities e.g. trips, the annual dinner etc.

Any data transmitted electronically between committee members will be encrypted or password-protected.

6. MEMBERS' PERSONAL DATA WILL ONLY BE USED FOR PURPOSES OF SAFAS BUSINESS AND WILL **NOT** BE SHARED WITH ANY OTHER BODIES.
7. In the event of a data breach the Chairman will investigate, inform both the committee and the affected members regarding the scale of the breach and the action taken by the Society.