



Privacy and Data Protection Policy

Key details

This policy describes how Alton Art Society (also known here as “the Society”) protects and makes use of the information it holds on members and other interested parties.

If you are asked to provide information, it will only be used in the ways described in this policy.

What is personal data?

Personal data is information that can be used to help identify an individual, such as name, address, phone number or email address.

Introduction

The data held on ordinary members is not shared with anyone outside of Alton Art Society and is only used for the purpose of communicating through newsletters, notices and directly with members about the Society’s exhibitions, activities and occasionally art related events from outside the Society.

In addition, Committee members are asked to confirm agreement to have their name and phone number included on the membership card and additionally, where appropriate, name, telephone and/or postal details published on Society documents including but not limited to: joining forms, exhibition entry forms, workshop/painting day notices and marketing leaflets. In all cases, personal details will be kept to the minimum required for reasonable contact.

Information held about non member interested parties is used for the purpose of extending invitations to attend exhibitions. In addition buyers’ details are retained for financial records of art purchases and to provide provenance. These details also help us to make contact if an item is not collected for any reason and alternative arrangements need to be made.

What data we gather from you

When you join the Society you will be asked for your contact name, email address, postal address, and phone number.

When entering works to exhibition you will be asked to provide personal contact details including name, email and/or postal address, phone number.

Non members attending exhibitions will be offered the opportunity to join a mailing list for future events. Data required will be: name and either email address or postal address.

Purchasers of artworks at exhibition will be asked for the following details for receipts: name, address and phone number.

How we use this data and how long do we store it for?

We use this data for the purposes explained above and do not share your data outside of the Society without your express permission. We will keep Members' data for the duration of membership and up to twelve months after membership lapses (for ease of renewal), or for a shorter time if you ask us to delete it.

For non member interested parties, we will retain your data indefinitely unless you request we delete it from our records.

Your rights

You can ask us to remove all or part of the personal data we hold on you at any time. This may delay or prevent us from keeping you informed of Society events and activities. You are entitled to request access to and a copy of any information we hold about you. If you find that the information the Alton Art Society holds about you is no longer accurate, you have the right to ask to have this corrected.

Controlling information about you

If you have agreed that we can use your information for either internal communication or to promote our exhibitions, you can change your mind easily by using either of the following methods to request we delete your data:

Email: by using the contact form on our website: <http://www.altonart.org.uk/>

Write to: The Secretary, Alton Art Society, c/o 1 Gauvain Close, Alton, Hants. GU34 2SB

We will never lease, distribute or sell your personal information to third parties unless we have your permission or the law requires us to. Any personal information we hold about you is stored and processed in a safe and secure manner.

More information

If you would like further information about any of the details in this notice, please contact us by email or post:

Email: by using the contact form on our website: <http://www.altonart.org.uk/>

Write to: The Secretary, Alton Art Society, c/o 1 Gauvain Close, Alton, Hants. GU34 2SB

Social Media

Members using the Alton Art Society Facebook page should be aware that Facebook has updated their privacy policy which can be viewed at:

<https://www.facebook.com/policy.php>