

PEDAS Privacy Policy

Poole and East Dorset Art Society (PEDAS) has your contact details because you have attended one of our workshops or demonstrations in the last 12 months or because you have registered as a member of PEDAS.

PEDAS only use these details to send you information about our programme and events

We do this because it is in the **legitimate interest** of our group to publicise our sessions to members and regular attendees.

Your details are stored securely by our committee, and will be deleted if you do not attend an event or renew your membership within a 12-month period.

You can ask us to amend or delete your details at any time by contacting the Membership Secretary or another committee member:

membership@pedas.org.uk

contact@pedas.org.uk

PEDAS, c/o Upton House, Upton Country Park, Poole BH17 7BJ

GDPR and PEDAS

On 25 May 2018 GDPR (General Data Protection Regulation) replaced the previous Data Protection Act.

This policy outlines how PEDAS (Poole and East Dorset Art Society) comply with current Data Protection regulations in relation to the personal data we collect and store.

What is personal data?

Personal data is defined in the GDPR as:

“‘personal data’ means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

This means personal data has to be information that relates to an **individual**. That individual must be identified or identifiable either directly or indirectly from one or more identifiers or from factors specific to the individual.

Why do PEDAS store your personal data?

PEDAS only collect, keep or use your personal data for one of the following:

- To serve the society’s **legitimate interests**, or
- Because you have given us **explicit consent** to do so

What personal data do we collect?

- Your full name and contact details (address, telephone number, e-mail address)

Purpose - Managing your membership of the Club.

- Photos and videos of you and your work.

Purpose – these may be used on the PEDAS or Gallery Upstairs website, social media pages and newsletters. (You will be advised in advance if a photograph of you or your work is requested for publicity purposes and you will always have the option to decline).

- Bank details. **Some** members' bank details are held in the PEDAS bank account listed as beneficiaries. Bank details are **not stored** anywhere else by PEDAS

Purpose – to make payments for artwork sold in exhibitions or to pay members who deliver workshops for PEDAS

How long does PEDAS keep your personal data?

We will hold your personal data (electronic and /or paper) records for as long as you are a member of PEDAS or as long as you wish to remain on our mailing list.

All personal data will be reviewed and updated at the beginning of each year after member enrolments are finalised.

If it is determined that we are not entitled to use or keep your personal data we will securely delete or dispose of it.

How does PEDAS protect your personal data?

Electronic personal data is stored in a password-protected environment that only Trustees have access to.

PEDAS will not share your personal data with any other person or organisation without your explicit consent.

On retiring from the committee, trustees undertake to permanently delete any membership data that may exist in electronic/hard copy form in their possession. Whenever there is a change in committee personnel the password to the shared environment will be changed.

What is a personal data breach?

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This means that a breach is more than just **losing** personal data.

Your rights

Under the GDPR you have the following rights:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased
- To object to or restrict how your personal data is processed, (including opting out of photos.)

You can ask to see any personal information that we hold about you. Such requests are called 'Subject Access Requests'. If you would like to make a Subject Access Request you can do this in writing by emailing contact@pedas.org.uk or by post to the address given above.

If you need to have your personal data corrected or erased from our records please email: membership@pedas.org.uk

If a data breach is identified PEDAS will notify the ICO (Information Commissioner's Office) within 72 hours of the trustees becoming aware of it.

You have the right to take any complaints about how we process your personal data to the Information Commissioner at www.ico.org.uk/concerns/ or telephone 0303 123 1113.

Information Commissioner's Office

Wycliffe House

Water Lane Wilmslow

Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to:

contact@pedas.org.uk

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