

Hartlepool Art Club Privacy Policy

Hartlepool Art Club treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of an individual.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you express an interest in becoming a member of the Hartlepool Art Club you will be asked to provide certain information. This includes:

- Name
- Home address
- Email address
- Telephone number
- Age if under 23
- Name under which you paint if different to above
- Subscription preferences

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from you. This is usually at the point of your initial application. The information will be collected via membership forms or online contact forms. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide Hartlepool Art Club activities and services to you.
- For administration, planning and management of our Art Club
- To communicate with you about Club activities and any related activities.
- To monitor, develop and improve the provision of our Club activities.

We will send you messages by email, other digital methods, telephone and post to advise you of Hartlepool Art Club activities.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information:

- Internally - to appropriate Committee members and members - as required to facilitate your participation in Club activities.
- Externally - With your consent for products or services such as Newsletters. Facebook and Website
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the Hartlepool Art Club we will seek your permission and inform you as to who the information will be shared with and for what purpose.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than 14 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is deleted.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, members need to inform the Hartlepool Art Club as to any changes to their personal information. You can do this by contacting the Secretary at any time: Secretary's details in Membership book and Members Pack.

You will have the opportunity to update your information on an annual basis via the membership renewal form. Should you wish to view the information that the Hartlepool Art Club holds on you, you can make this request by contacting the Secretary - as detailed above. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to another individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification. Your membership information is held on a database/spreadsheet system and accessed by appropriate Committee Members only.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available from the Club Secretary and may change from time to time. If we make any material changes we will make members aware of this via the newsletter and the monthly members' meetings.

CONTACT

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us: Email: secHartlepoolArtClub@outlook.com or contact Club Secretary.

Policy review date: 1st February, 2020