

Data Protection and Privacy notice for Caterham Art Group

Caterham Art Group takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this privacy notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

- **What we hold** - When you register as a member of the Group or renew your membership, we will ask you for contact details – eg. name, address, email address and phone number so that we can offer you our membership services and benefits.
- **Why we hold it** - We need to collect our members 'and customers 'personal information so that we can manage your relationship with us. We may use our members 'personal information to provide you with core member services, including confirmation of membership, membership card, end of year renewal and to organise club activities and to manage risk and safety. We also process it to provide you with news and updates about the activity of the club, opportunities to get involved in club meets, general meetings or other events. We may also use this information to respond to your questions, comments, support needs, complaints, concerns etc. We may also raise awareness of the club's activities by capturing photos, videos, or live streaming at events to be used for promotion, education and development purposes, but if you do not wish your data to be used in this way please notify the Committee in writing.
- **Our obligations** - We may be required to share personal information with statutory or regulatory authorities to comply with statutory obligations. We may also share personal information with professional and legal advisors for the purpose of obtaining advice. However we will *never* disclose this data to third parties for marketing purposes. In the unlikely event that we share personal information with external third parties, we only share such information strictly required for the specific purposes and take reasonable steps to ensure recipients shall only process the disclosed personal information in accordance with those purposes.
- **Who can access it** - Your personal information can be accessed by relevant members of the Committee only for the purposes set out above and to fulfil their duties. It is stored in password protected documents or locked filing cabinets. If we receive your bank account details, they will only be shared by the Membership Secretary and Treasurer and we will store them separately from other group information.
- **How long we keep it** - We only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and delete your personal information if you have not been a Member, Friend or customer for 3 years.
- **Your rights** - You have the right to change your communication preferences or restrict the processing of your personal data for specific purposes, to request that we correct your personal data if you believe it is inaccurate or incomplete, to access the personal data that we hold about you through a “subject access request” and to request that we delete your personal information. You can contact us at secretary@caterhamartgroup.org.uk

If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk