



Privacy Policy for Berkhamsted Art Society Members.

Berkhamsted Arts Society (BAS) is committed to protecting personal data provided by its members. The following information is provided to give more detail of how we use the information you provide to BAS

1. Data Use

The information you provide on your membership form and otherwise during your membership will be used solely for the purpose of processing your membership application and dealing with you as a member of BAS. For example:

- sending your BAS newsletters by post or by email;
- sending you updates on BAS events;
- informing you of Art-related items for sale by other Artists;
- informing you of Art-related events such as exhibitions and training courses from other Art organisations and Artists;
- reminding you when your membership is due for renewal.

We do **not** collect or process sensitive personal data such as race, ethnic origin, physical or mental health, political or philosophical views or sexual orientation. We will **never** sell, rent or exchange your details with any other organisation.

On the rare occasions when members provide their bank details to the BAS Treasurer, the details are only retained for the requested payment to be made *via* online banking and are then destroyed subject to accounting requirements. Details of the transaction will be retained by our bank according to their normal policy.

2. Working with third parties

In some cases we work with external suppliers to provide certain services, currently only for printing the BAS newsletter and occasional development of BAS's website. All data is transferred securely and all external suppliers are informed that the data is only to be used for our specified purpose.

In relation to any detailed information we collect from buyers of our members work, they will be made aware at the time of purchase and collection of their data, that we wish to use it for marketing and promotion only.

3. Photographs and filming at BAS events

From time to time we take photographs or film footage at BAS events and activities. These photographs and films are used solely to further the aims of BAS, for example to include in our own newsletter, social media, leaflets or posters or to show at BAS events including exhibitions.

If you wish **not** to be included in any BAS photographs or film footage, please let us know by emailing Berkhamstedartsociety@gmail.com.

4. Privacy and data protection

BAS complies with all applicable UK and EU data protection legislation in force in respect of any personal information you submit to us. The personal data you submit to us will only be used for the

specified purposes indicated to you and will not be passed onto unauthorised third parties without your explicit consent.

You can contact us to amend, remove or request details of the information held about you by submitting a request by email to the Data Controller c/o Berkhamstedartsociety@gmail.com. You can also unsubscribe from BAS emails by emailing the Data Controller c/o Berkhamstedartsociety@gmail.com, stating that you wish to unsubscribe.

5. Other websites

BAS's website may contain links to other websites which are outside our control and are not covered by this privacy notice. If you access other sites using the links provided, the operators of these sites may collect information from you that will be used by them in accordance with their privacy policy, which may differ from ours.

6. Changes to this privacy notice

From time to time BAS may change this privacy notice. The latest privacy notice will always appear on this website page.

7. Retention Period

Membership and third-party data will be retained for three years and then deleted unless an explicit permission is received to retain such data after this period

8. Contacting BAS about this privacy notice

If you have any questions or comments about this privacy notice, please contact the Data Controller c/o Berkhamstedartsociety@gmail.com.