**THE ARTS SOCIETY BUDLEIGH SALTERTON**

**PRIVACY STATEMENT**

This Privacy Statement sets out how The Arts Society Budleigh Salterton (The Arts Society) uses and protects any information that a member of The Arts Society may give us.

The Arts Society is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then it will only be used in accordance with this privacy statement.

This Statement is effective from 25th May 2018, and we will inform you in good time of any change to this Statement.

**What we collect**

We may collect the following:

* Name and title
* Contact information including postal address, telephone and email address
* Mailings (electronic or paper) of information about, for instance, Arts Society events, renewals, or in connection with subscription payments

**What we do with the information we gather**

We will hold this data for the following reasons only:

* Communications to and from The Arts Society with our members
* Internal record keeping and data bank administration
* Fundraising
* Volunteering activities
* HMRC Gift Aid

**Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and organisational procedures to safeguard and secure the information we hold.

**Sharing your information**

We will share with HMRC contact information and the amount of any subscription or donation for the purpose of making a Gift Aid Tax claim.

We will also share your contact details with The Arts Society, Head Office, so that it can send its Society Magazine to members.

We will not sell, distribute or lease your personal information to any other third parties.

We may use your personal information to send you information about our own activities.

**Controlling your personal information**

We will hold personal information on our members’ list until you inform us that you no longer wish us to hold this information. We will also delete any personal information held once a period of six years has passed since your last subscription, donation or communication with us.

You may choose to restrict the collection or use of your personal information, in which case please inform us accordingly.

You may request from us details of personal information which we hold about you under the General Data Protection Regulation (GDPR) which comes into effect on 25th May 2018. If you would like a copy of the information held on you please write to the Membership Secretary, Mrs Jacky Atkins, 18 Northview Road, Budleigh Salterton, EX9 6 6DE, email [jackyatkins@sky.com](mailto:jackyatkins@sky.com)

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

E Cummings A Bussy

Chairman Treasurer

Date: