

Data Protection Policy – Reviewed January 2024

In order to fulfil its legitimate objectives and operate efficiently, The Arts Society Ashtead (the Society) needs to obtain personal information from its members, and to retain this on a database and other records such as emails. For this purpose, “member” includes people on the waiting list, and, if appropriate, people making enquiries about membership. The Society also needs to record and process information about the lecturers who speak at our monthly meetings.

All such information will be processed in compliance with the General Data Protection Regulation 2018 as transposed into UK law, and the latest versions of any relevant guidance. In order to ensure continuing compliance with the law, from time to time the Committee will carry out reviews of its data protection policy and practices. The results will be posted on the Society’s website.

Data about members will normally be limited to contact information such as name, postal address, telephone numbers (including mobile) and email addresses, although members buying tickets for Society events via a card reader also provide personal information which may be processed by the Society. Photographs of members attending Society events may be taken and posted onto our website for marketing purposes. Those going on visits organised by the Society are asked to complete and carry with them ‘In case of Emergency’ cards containing personal information which the Society may have access to if the need arises. Members participating in tours may be asked by the tour company for emergency contact numbers, for their insurance details, about any dietary requirements they have or health issues which they feel the tour company should be aware of. No other type of personal information will be obtained or retained without the express consent of the members concerned.

Data will be made available only to those persons within the Society who need it to perform their duties for the running of the Society and are authorised to receive it. Where appropriate, data will be stored securely. The monthly attendance register is an open unprotected document but contains only the names of members and visitors plus, where appropriate, fees paid. The same issues apply to lists of those participating in visits or special interest days.

Members’ personal information will not be disclosed to any external organisations, apart from the National and Area organisations (i.e. The Arts Society and The Arts Society East Surrey Area), who may use it for legitimate purposes, such as the delivery of membership cards or The Arts Society quarterly magazine or disseminating information about forthcoming events. Tour booking is normally done online and physical booking forms containing personal information passed to the Society need to be handed on to the tour company. If the need arises, disclosure to other organisations may be made but only with the consent of the members concerned.

Members have the right to enquire as to the information retained which identifies them, and the right to have such information corrected or removed from the database and other records. Information relating to members who make such requests or who have left the Society will be corrected or removed as soon as practicable. When authorised persons retire from their posts, they will be instructed to remove any such data held in their personal files.