

HEREFORDSHIRE ART AND CRAFT SOCIETY (HACS)

Data Protection Policy

Policy statement

Herefordshire Art and Craft Society (HACS) is committed to a policy of protecting the rights and privacy of individuals, voluntary and committee members, volunteers and others in accordance with The Data Protection Act 1998. The policy applies to all members of Herefordshire Art and Craft Society. Any breach of The Data Protection Act 1998 or The Community Centre Data Protection Policy is considered to be an offence and in that event, disciplinary procedures apply.

As a matter of good practice, other organisations and individuals working with the Society, and who have access to personal information, will be expected to have read and comply with this policy. It is expected that any members who deal with external organisations will take responsibility for ensuring that such organisations sign a contract agreeing to abide by this policy.

Legal Requirements

Data are protected by the Data Protection Act 1998, which came into effect on 1 March 2000. Its purpose is to protect the rights and privacy of individuals and to ensure that personal data are not processed without their knowledge, and, wherever possible, is not processed without their consent.

The Act requires us to register the fact that we hold personal data and to acknowledge the right of 'subject access' – HACS members must have the right to copies of their own data.

Purpose of data held by The Herefordshire Art and Craft Society

Data may be held by us for the following purposes:

1. Administration purposes
2. Fundraising
3. Realising the Objectives of a Voluntary Body
4. Accounts & Records
5. Advertising, Marketing & Public Relations
6. Information and Databank Administration
7. Journalism and Media
8. Processing For Not For Profit Organisations

Data Protection Principles

In terms of the Data Protection Act 1998, we are the 'data controller', and as such determine the purpose for which, and the manner in which, any personal data are, or are to be, processed. We must ensure that we have:

1. Fairly and lawfully processed personal data

Will always put our name on all paperwork, stating their intentions on processing the data and state if, and to whom, we intend to give the personal data. Also provide an indication of the duration the data will be kept.

2. **Processed for limited purpose**

We will not use data for a purpose other than those agreed by data subjects (committee and Society members). If the data held by us are requested by external organisations for any reason, this will only be passed if data subjects (committee and Society members) agree. Also external organisations must state the purpose of processing, agree not to copy the data for further use and sign a contract agreeing to abide by The Data Protection Act 1998 and Herefordshire Art and Craft Society's Data Protection Policy.

3. **Adequate, relevant and not excessive**

HACS will monitor the data held for our purposes, ensuring we hold neither too much nor too little data in respect of the individuals about whom the data are held. If data given or obtained are excessive for such purpose, they will be immediately deleted or destroyed.

4. **Accurate and up-to-date**

We will provide our committee members and Society members with a membership form (or a form of consent for non-members who are on the committee) once a year for information and updating where relevant. All amendments will be made immediately and data no longer required will be deleted or destroyed. It is the responsibility of individuals and organisations to ensure the data held by us are accurate and up-to-date. Completion of an appropriate form (provided by us) will be taken as an indication that the data contained is accurate. Individuals should notify us of any changes, to enable records to be updated accordingly. It is the responsibility of the Society to act upon notification of changes to data, amending them where relevant.

5. **Not kept longer than necessary**

We discourage the retention of data for longer than is required. All personal data will be deleted or destroyed by us after one year if membership has elapsed.

6. **Processed in accordance with the individual's rights**

All individuals that the Society hold data on have the right to:

- Be informed upon the request of all the information held about them within 40 days.
- Prevent the processing of their data for the purpose of direct marketing.
- The removal and correction of any inaccurate data about them.

7. **Secure**

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of data.

Computers used by Committee members storing Society members' details on at home are password protected, which allow only authorised members to access personal data. Passwords on all computers are changed frequently. When Committee members are using the laptop computers at home care should always be taken to ensure that personal data on screen is not visible to strangers.

8. Not transferred to countries outside the European Economic Area, unless the country has adequate protection for the individual.

Data must not be transferred to countries outside the European Economic Area without the explicit consent of the individual. The Society takes particular care to be aware of this when publishing information on the Internet, which can be accessed from anywhere in the globe. This is because transfer includes placing data on a web site that can be accessed from outside the European Economic Area. Permission will be required from Members who wish to place their work on our Facebook page and Website/blog.

Disclosure

Herefordshire Art and Craft Society may share data with other agencies such as the local authority, funding bodies and other voluntary agencies.

The member/s will be made aware in most circumstances how and with whom their information will be shared. There are circumstances where the law allows Herefordshire Art and Craft Society to disclose data (including sensitive data) without the data subject's consent.

These are:

- a) Carrying out a legal duty or as authorised by the Secretary of State
- b) Protecting vital interests of a member or committee member or other person
- c) The member or committee member has already made the information public
- d) Conducting any legal proceedings, obtaining legal advice or defending any legal rights
- e) Monitoring for equal opportunities purposes – i.e. race, disability or religion
- f) Providing a confidential service where the member or committee member's consent cannot be obtained or where it is reasonable to proceed without consent: e.g. where we would wish to avoid forcing a stressed or ill committee member or member to provide consent signatures.

Herefordshire Art and Craft Society regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal.

Herefordshire Art and Craft Society will, through appropriate management and strict application of criteria and controls:

- Observe fully conditions regarding the fair collection and use of information
- Meet its legal obligations to specify the purposes for which information is used

- Collect and process appropriate information, and only to the extent that it is needed to fulfill its operational needs or to comply with any legal requirements
- Ensure the quality of information used

This Policy will be reviewed once a year

Signed.....

Jenny Williams, Chair

Signed.....

Anita Wallace, Secretary

Signed.....

Mav Kuhn, Co-ordinator

Signed.....

Colin Thurlow, Treasurer

Signed.....

David Kennedy, Website Developer

Signed.....

Penny Allen,

Dated the day of 2018