

Privacy Information Notice



Introduction

In order to operate, Ipswich Arts Association needs to gather, store and use certain forms of information about individuals.

These individuals include representatives of Member Societies, officers of Member Societies, Trustees of The Association, members of the Executive Committee of The Association, members of Working Groups of The Association and other people the group has a relationship with or regularly needs to contact.

This policy explains how this data will be collected, stored and used in order to comply with the law.

Who and what does this policy apply to?

This applies to all those handling personal data on behalf of Ipswich Arts Association, e.g.:

- Committee members and Working Groups
- Contractors/3rd-party suppliers

It applies to all personal data that Ipswich Arts Association holds relating to individuals, including:

- Names
- Email addresses
- Postal addresses
- Phone numbers

Roles and responsibilities

Everyone who has access to personal data as part of Ipswich Arts Association has a responsibility to ensure that they adhere to this policy.

Data controller

The Data Controller for Ipswich Arts Association is the Board of Trustees of Ipswich Arts Association. They are responsible for deciding why data is collected and how it will be used. Any questions relating to the collection or use of data should be directed to the Data Controller c/o The Secretary.

The Legal Basis for processing your personal data

The legal basis for processing your personal data is necessity for the purposes of the legitimate interests pursued by the data controller. The data is collected, stored and used so that The Association can keep you informed about news, events, activities and services provided by the Association.

The processing of personal data

Ipswich Arts Association will only collect data where lawful and where it is necessary for the legitimate purposes of the group.

- A Member Society's representative's name and contact details will be collected when they first join the group, and will be used to contact the representative regarding group membership administration and activities. The information will also be published on the Ipswich Arts Association website – www.ipswich-arts.org.uk.
- The name and contact details of Member Societies' officers will be collected when they first join the group, and may be used to contact the officer if the Member Society's representative is uncontactable.
- The name, contact details and date of birth of Trustees of The Association will be collected when they first take up a position, and will be used to contact them regarding group administration related to their role. The information will also be shared, as required, with the Charity Commission. This is necessary for compliance with a legal obligation by the controller.
- The name and contact details of members of the committee of The Association will be collected when they first take up a position, and will be used to contact them regarding group administration related to their role.
- The name and contact details of members of the working groups of The Association will be collected when they first take up a position, and will be used to contact them regarding group administration related to their role.

When collecting data, Ipswich Arts Association will always explain to the subject why the data is required and what it will be used for, e.g.

“Please enter your contact information in the form below. We need this so that we can contact you with information about events, membership, subscriptions, meetings and other legitimate business of the Ipswich Arts Association, including the IAA Newsletter.”

We will never use data for any purpose other than that stated or that can be considered reasonably to be related to it. For example, we may pass your name and address to the printer of the newsletter in order to distribute newsletters, but we will never pass on personal data to un-connected 3rd parties without your explicit consent.

Further Processing

If we wish to use your data for a new purpose then we will provide you with a new notice explaining this new use prior to commencing the processing, and setting out the relevant purposes and processing conditions. We will seek your prior consent to the new processing.

Relevance, accuracy and retention

Ipswich Arts Association will not collect or store more data than the minimum information required for its intended purpose.

Ipswich Arts Association will ask Member Society representatives and officers, Association Trustees and committee members, and members of working groups to check and update their data on an annual basis.

Any individual will be able to update their data at any point by contacting the Data Controller.

Ipswich Arts Association will keep data on individuals for no longer than 3 years after our involvement with the individual has stopped, unless there is a legal requirement to keep records. Paper copies will be destroyed and electronic copies deleted.

Financial records and any personal data attached to them will be retained for six years plus the current financial year.

How we store your personal data

Ipswich Arts Association will ensure that data held by us is kept secure.

- Electronically-held data will be held within a password-protected and secure environment
- Passwords for electronic data files will be re-set each time an individual with data access leaves their role/position
- Physically-held data (e.g. membership forms or email sign-up sheets) and backup storage will be stored in a secure manner
- Access to data will only be given to relevant trustees/committee members/contractors where it is clearly necessary for the running of the group. The Data Controller will decide in what situations this is applicable and will keep a master list of who has access to data

Your rights

The following requests can be made in writing to the Data Controller:

- Member Society representatives and officers, Association Trustees and Committee members, and working group members can request to see any data stored about them. Any such request will be complied with within 28 days of the request being received.
- Member Society representatives and officers, Association Trustees and Committee members, and working group members can request that any inaccurate data held on them is updated. Any such request will be complied with within 28 days of the request being received.

- Member Society representatives and officers, Association Trustees and Committee members, and working group members can request that any data held on them is deleted. Any such request will be complied with within 28 days of the request being received.
- Member Society representatives and officers, Association Trustees and Committee members, and working group members have the right to lodge a complaint with the Information Commissioner's Office.

Website Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. All visitor tracking is anonymous.

For further information visit www.aboutcookies.org or www.allaboutcookies.org. You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

Other websites

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

Contact details

To exercise all relevant rights, queries or complaints please, in the first instance, contact the Ipswich Arts Association secretary:

Mrs M P Odam
38 Forest Lane
Martlesham Heath
Ipswich
IP5 3ST
01473 614456
secretary@ipswich-arts.org.uk

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Policy prepared by: Mary Odam (Secretary)

- Approved by Board/committee on: 4th May 2018
- Next review date: 4th May 2019