

Helensburgh Art Club – Privacy Notice

Helensburgh Art Club “HAC” exists to promote art and appreciation of art to its members and to the local community.

HAC will be a “controller” of the personal information that you provide us via your application for membership, your annual subscription renewal, and any additional club activities in which you choose to participate. When you register as a member of HAC or renew your membership, we will ask you for the following information:

name, address, email address, and phone number

We need to collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:

enable us to set up your membership records for the purposes of gathering subscriptions.

send you membership communications by post or email in relation to essential membership services, including, but not limited to, general meeting notices, membership renewals, and information about upcoming club events and activities.

We also process our members’ personal information in pursuit of our legitimate interests to:

promote and encourage participation in art by sending members communications and information for upcoming competitions and events. Our events may be filmed or photographed, and your personal information may also be used in images captured from our events.

seek support from members for self-help activities within the club – eg duty rosters, setting up for exhibitions etc.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact the secretary at secretary.helensburghartclub@gmail.com If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Personal Information

If your personal information is included in any images or videos taken by us at our exhibitions or events, we may share this with accredited journalists for promotional and/or journalistic purposes.

We will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

Protection of your personal information

Your personal information is stored on our password-protected electronic filing system utilising secure laptop computers. They are accessed by our committee for the purposes set out above. Subsets of the information may be stored in Dropbox secure servers and shared between committee members ONLY for the purpose of effective communications with the relevant members. Control of this data sharing is managed by the Club Secretary.

We utilise Mailchimp for members' newsletters and we upload email addresses to Mailchimp for this purpose.

Both Mailchimp and Dropbox have servers based in the US, but they have signed up to the "Privacy Shield", which is an agreement between the US and EU Commission relating to the protection of personal data – this constitutes a "safeguard" under the GDPR.

How long we keep your personal information

We will only keep your personal information for as long as necessary to provide you with membership services. We will delete your personal information where you have not renewed your membership with us for the current season. Mailchimp is kept in synch with our membership records.

Your rights

Your rights in relation to your personal information are:

you have a right to request access to the personal information that we hold about you by making a "subject access request"

if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information

you have a right to request that we restrict the processing of your personal information for specific purposes

if you wish us to delete your personal information, you may request that we do so.

Any requests received by HAC will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk

Consent

HAC relies on email for communications with members. When you join, and supply us with an email address, we will respond with a Welcome email, confirming the details you have supplied. For existing members, the annual Subscription request provides the opportunity to keep these details correct.

The Membership Application form invites you to confirm your consent to communications by email. If you wish, you may also “unsubscribe” to communications from Mailchimp and we will then, additionally, delete your email address from our records and advise you that we have done this.

AMcL 4/5/2019