



GROSVENOR ART SOCIETY OF CHESTER

DATA PROTECTION POLICY

[1] The Grosvenor Arts Society of Chester (the Society) is a members' society managed on behalf of its members by an elected committee (the Committee).

[2] On behalf of the Society and its members the Committee has formulated and approved this Policy. It is designed to protect information (Data) provided by members and others dealing with the Society.

[3] No Data provided by members and others dealing with the Society will be shared with any third party.

[4] Data provided by members will only be used and processed to ensure members enjoy the full benefits of membership and that the Society is properly and efficiently managed.

[5] Data provided by non-members will only be used and processed for the stated purpose for which it was obtained, for example, to provide information about exhibitions and other events held by the Society.

[6] All computer records and databases containing Data will be encrypted.

[7] Anyone, whether a member or other person dealing with the Society, who has provided Data has the rights, subject to ensuring the privacy of any other person's Data, (a) to inspect the relevant record or records containing such Data, (b) to request amendments to correct established inaccuracies, and (c) to request the deletion of that Data.

[8] Data provide by members will be retained during the period of membership plus an additional period. The additional period will be 2 years to ensure the proper management of the Society. The Committee will review the length of the additional period in order to ensure it provides a proper balance between the need to properly manage the Society and the principle that Data should not be retained longer than necessary.

Dated 17th September 2018