



## **PRIVACY NOTICE:**

### **YOUR PERSONAL INFORMATION AND WHAT WE DO WITH IT**

The Decorative Arts Society (“the Society”) is committed to protecting and respecting your privacy. In legal terms, the Trustees of the Society are ‘data controllers’ of your personal information and are subject to the EU General Data Protection Regulation (the "GDPR"), which comes into force on 25 May 2018.

The purpose of this Privacy Notice is to fulfil the Trustees’ obligations under the GDPR with regard to providing you, our Members, with information on how we process your personal information, how we use it and what your rights are in relation to it.

#### **What personal information we have**

We hold some or all of the following types of personal information about you:

- Your name;
- Contact details (including e-mail address(es), telephone number(s) and postal address(es)); and
- Financial information, including bank account details where you have completed a Direct Debit mandate. We do not retain any payment card details, where these have previously been provided.

#### **Where we get your personal information from**

We may collect your personal information in a few limited ways, namely:

- Directly from you, when you complete an application form for membership (together with associated forms, for example, a Gift Aid Declaration and a Direct Debit mandate) and when you interact with us during your time as a member in various other ways (for example, where you attend an event organised by us); and
- From someone else who has bought membership on your behalf.

#### **Our legal basis for using your personal information**

We have a legitimate interest in properly administering the Society and in fulfilling our contractual obligations to you as a member of the Society. Accordingly, personal information collected and processed by us may be used for the following purposes:

- Administration of membership;
- Claiming Gift Aid; and
- Communicating with you via membership related mailings such as your renewal reminder, newsletters and the Journal.

#### **Communications**

We will only send you what we would describe as essential communications to fulfil our contractual obligations to you as a member of the Society. These are limited to renewal reminders (including any

required follow-up by e-mail), the Society's newsletters and Journal. Between newsletters, we will send you, by e-mail, additional news and information which we consider to be of relevance to your membership.

### **Sharing your personal information with others**

We do not sell your personal information to other organisations. Where applicable, we share your personal information with the organisations set out below:

- HMRC, in order to claim Gift Aid;
- FastPay Ltd, in order to collect subscriptions by Direct Debit; and
- Richard Dennis Publications ("RDP"), in order to mail the Journal to you. In this instance, the information is not retained by RDP as it is provided in the form of address labels.

We do publish a list of members' names in the Journal. Please advise the Membership Secretary if you would like to opt out of being included in this list.

### **How long we keep your personal information for**

We hold your information only as long as necessary for each purpose we use it. For most membership data, this means we retain it for as long as you remain a member of the Society and for a period of six years after your last interaction with us (for accounting, Gift Aid claims and record-keeping purposes), with the following exception:

- Application forms for events are destroyed by the event organiser as soon as the event has taken place.

### **Your rights in relation to your personal information**

You have rights in relation to the personal information we have about you. You have the right to:

- request access to your information and to obtain information about how we process it;
- make a request to have your personal information corrected if it is inaccurate, and completed if it is incomplete;
- request that we erase your personal information;
- request that we restrict the processing of your information;
- receive from us the personal information we hold about you which you have provided to us, in a reasonable format specified by you; and
- object to us processing your personal information.

You can exercise all of these rights free of charge. Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply, for example, if we can show our processing is necessary for a lawful purpose set out in this Privacy Notice.

The Society's contact details for exercising these rights are set out below.

### **Contact and further information**

If you have any queries about this Privacy Notice or how we process your personal information, or if you wish to exercise any of your rights under applicable law, you may contact the Membership Secretary:

- **by email:** [membershipdas@gmail.com](mailto:membershipdas@gmail.com); or
- **by post:** The Decorative Arts Society, PO Box 136, Woodbridge, Suffolk IP12 1TG.

If you have concerns about the way we handle your personal information, you can contact the Information Commissioner's Office or raise a complaint at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns), or call its helpline on 0303 123 1113.

You can find out more about your rights under applicable data protection legislation from the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk).