DAS THE DECORATIVE ARTS SOCIETY
ART & DESIGN 1850 TO THE PRESENT

Registered charity No. 271838
www.decorativeartssociety.org.uk



PRIVACY NOTICE (Version 4 – October 2026):
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 'controllers' of your personal information. Personal data may be shared internally to facilitate, support and integrate the Society's various activities.

The purpose of this Privacy Notice is to provide 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. The Society will keep this Privacy Notice under regular review, and will amend or modify it in response to changes in applicable data protection and privacy legislation.

What personal information we have

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

- Your name;
- Contact details (including email 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.

If you pay your subscription via PayPal, you should be aware that your email address will be disclosed on the Society's PayPal statements.

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, participation in an event or study tour 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 (in hard copy and by email) such as your renewal reminder, newsletters and supplementary emails, 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 email), the Society's newsletters and Journal. Between newsletters, we will send you, by email, additional news

and information (for example, additional events and links to Zoom lectures) 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
- **Mailchimp** in order to send you relevant emails (you may unsubscribe from these at any time by clicking on the "Unsubscribe" button at the bottom of a Mailchimp email).

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

Your information is stored securely by the Membership Secretary; a subsection of this information is held by the Honorary Accountant for accounting purposes (including Gift Aid claims). We hold your information only as long as necessary for each purpose we use it, after which it is destroyed securely. 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:

- Applications for events/study tours and any other information collected from participants (for example, dietary requirements) are destroyed (hard copy)/deleted (electronic) no later than three months after the event/study tour 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 in certain circumstances;
- request that we restrict the processing of your information in certain circumstances;
- receive from us the personal information we hold about you which you have provided to us, in a reasonable format specified by you;
- object to us processing your personal information;
- make a complaint to us if you think there has been an infringement of data protection laws. The Trustees are required to take steps to help members who want to make data protection complaints. We must acknowledge complaints within 30 days and respond without undue delay; and
- make a complaint to the Information Commissioner's Office (soon to be the Information Commission) - see below for how to do this.

You can exercise all of these rights free of charge except in some very limited circumstances, 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 in relation to your personal information, including making a complaint to us, you may contact the Membership Secretary:

- **by email:** 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 (soon to be the Information Commission) or raise a complaint at www.ico.org.uk/concerns, or call its helpline on 0303 123 1113.