

*This policy sets out how Faringdon Art Society (FAS) will collect, store and handle personal data collected from Members.*

### **What data is held?**

- The society will hold contact details; name, address, telephone number and email address, provided by Members at joining or on annual renewal of membership
- Photographs taken during FAS workshops and exhibitions
- Information and photographs provided by Members for their online galleries

### **Who holds the data?**

- Members of the FAS Committee will hold the current membership list
- The workshop organiser may take and pass photographs to the website manager who will be responsible for uploading them on to the website
- The website manager will receive and upload photographs, images and profiles from Members exhibiting in the online galleries

### **What data is used for?**

- FAS Committee Members will use personal data to communicate with Members about membership, trips, workshops, exhibitions and other local events or activities
- Emails sent to Members will always use the Bcc facility to prevent email addresses being visible to other recipients
- If a Member has opted for a gallery page, photographs, images and a profile provided by the Member will be uploaded on to the FAS website by the website manager. Any amendments will be agreed with the Member before being put on the website.

### **How is permission given to use Members' data?**

- On joining and renewal of membership, acceptance of the Faringdon Art Society Data Protection Policy is included – this is stated on the website Membership purchase item, as well as on the FAS application form
- Online applications for FAS workshops will allow Members to indicate whether they give their permission for photographs containing their image, which may be taken during the course of the workshop, to be posted on the FAS website

### **How long will data be held?**

- Details provided in Membership forms or online membership purchase will be kept for 2 years
- Photos and profile information used for the website gallery will be kept until they are no longer required on the website or Members request their removal
- Photos taken at FAS events may be kept on the website or in digital files indefinitely, or until a Member requests removal from the live website

### **How Members will be informed about FAS data protection**

- A copy of the FAS Data Protection Policy will be made available on the FAS website
- A Member will be provided with a copy of the FAS Data Protection Policy on request