

The Arts Society Fylde : Data Protection Policy and Procedures

- Once a member is signed up for membership their contact details will be processed fairly and lawfully in order to satisfy the agreement entered into with you on your admittance to membership. Each member's name, address, telephone number and email address will be added to the Central Database kept by The Arts Society's national body and to the Mailchimp list kept by our local Society. These two Databases are used to keep members updated on Society news and events; they are password protected and can be accessed on a need-to-know basis by committee members of The Arts Society Fylde.
- When a member resigns their membership all their details are erased from the Central Database and the local Mailchimp list. When a committee member resigns from the committee they no longer have access to the databases.
- When members sign up for day trips, holidays, Study Days etc. they will be asked to include their contact details on booking forms. The events organiser has a responsibility to keep these details safe and secure, to report any breach of these safety requirements immediately to a committee member and to destroy all contact details once the event has been completed.
- The GDPR legislation gives the individual the right to opt out of certain types of communication. Please contact the Membership Secretary at The Arts Society Fylde if you wish to exercise this right.