Privacy Policy

The Guildford Art Society (GAS) respects your privacy and is committed to protecting your personal information. This notice will inform you how we look after your personal information and tell you about your privacy rights and how the law protects you.

**1. Important information and who we are**

1.1 Purpose of this privacy notice

This privacy notice aims to give you information on how we collect and process your personal information, including any information you may provide to us during the course of our relationship with you, when you visit this website, when you register to take part in an event or in any group activities of GAS and when you use the contact us form.
It is important that you read this notice so that you are fully aware of how and why we are using your information.

1.2 Controller

The Guildford Art Society (referred to as **we**, **us** or **our** in this notice) is the controller and responsible for your personal information. If you have any questions about this notice, including any requests to exercise your legal rights, please contact us:
Legal entity: The Guildford Art Society
Email address: **guildfordartsociety@gmail.com**

Postal address: 8 Kestrel Close, Guildford, Surrey GU4 7DR
Telephone number: 01483 568466
You have the right to make a complaint at any time to the Information Commissioner's Office (**ICO**), the UK supervisory authority for data protection issues (www.ico.org.uk). We would like to deal with your concerns before you approach the ICO, so please contact us first.

1.3 Changes to your information

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during the course of your relationship with us. Please contact us at **guildfordartsociety@gmail.com** if you are a member.

1.4 Third party links

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

**2. The information we collect about you**

Personal information means any information about an individual from which that person can be identified.

We may collect, use, store and transfer different kinds of personal information about you which we have grouped together follows:
**Identity Information** includes title, first name(s), maiden name, last name, username or similar identifier, marital status, title, date of birth and gender.
**Contact Information** includes invoice address, correspondence address, email address and telephone numbers.
**Financial Information** includes bank account and payment details.
**Transaction Information** includes details about payments to and from you and other details of the services we have provided to you.
**Technical Information** includes internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.

**Profile Data** includes your username and password, purchases or orders made by you, your interests, preferences, feedback and survey responses

**Marketing and Communications Information** includes your preferences in receiving marketing information from us and your communication preferences (for example, relating to events, social activities and reminders).

We also collect, use and share **Aggregated Data** such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does **not** directly or indirectly reveal your identity.

Art Work Information for items in exhibitions organised by GAS or its members or for display on the GAS websites may include any of the above information about the artist. They will also require the titles of the art works, mediums of composition, size measurements, framing or presentation methods, prices or not for sale descriptions and dates of creation and current presentations. Such work will be labelled as required by GAS exhibition rules or our product data definitions. Such information may also be held in our computer systems to organise exhibitions, keep legitimate records, stocks and sales.

*If you fail to provide personal information*

Where we need to collect personal information by law, or under the terms of a contract we have with you and you fail to provide that information when requested, we may not be able to perform the contract we have or are trying to enter into with you. In this case, we may have to cancel a contract you have with us, or your membership of GAS, but we will notify you if this is the case at the time.

**3. How is your personal information collected?**

We use different methods to collect information from and about you including through:
**Direct interactions.** You may give us your Identity, Contact and Financial Information by filling in forms (either paper forms or on our website) or by corresponding with us by post, phone, and email or otherwise. This includes personal information you provide when you:

* Make an enquiry about our services and membership;
* Ask us to provide services;
* Subscribe to our information text messages, emails or publications;
* Request marketing to be sent to you; or
* Give us some feedback.

**Automated technologies or interactions.** As you interact with our website, we may automatically collect Technical Information about your equipment, browsing actions and patterns. We collect this personal information by using cookies, server logs and other similar technologies.
**Third parties or publicly available sources.** We may obtain personal information about you from various third parties and public sources including analytics providers and search information providers.

**4. How we use your personal information**

4.1 Usage

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances for our legitimate interests:

* Where you have made an enquiry about our services
* Where we need to perform the contract or membership we are about to enter into or have entered into with you
* Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests
* Where sharing your name and contact data with other members supports our ability to operate as an open group where any member can know of and contact any other member.
* Where we need to comply with a legal or regulatory obligation.

Set out below is a description of all the ways we plan to use your personal information, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

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| **Purpose/Activity** | **Type of information** | **Lawful basis for processing including basis of legitimate interest** |
| To respond to an enquiry about our services you have made, whether by telephone, letter, email or via our website. | (a) Identity; and(b) Contact. | Necessary for our legitimate interests (to develop the services and membership we offer and grow our society). |
| To register you as a new member and client of GAS and allow other members to know you through this data. | (a) Identity; and (b) Contact. | Performance of membership services or a contract with you. |
| To deliver services to you, including:(a) Managing payments, fees and charges; and(b) Collecting and recovering money owed to us. | (a) Identity; (b) Contact; (c) Financial; (d) Transaction; and (e) Marketing. | (a) Performance of membership services or a contract with you; and(b) Necessary for our legitimate interests (to recover debts due to us). |
| To administer and protect our society and our website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data). | (a) Identity;(b) Contact; and(c) Technical. | (a) Necessary for our legitimate interests (for running our society, provision of administration and IT services, network security and to prevent fraud); and(b) Necessary to comply with a legal obligation. |
| To use data analytics to improve our website. |  (a) Technical; and(b) Usage.  | Necessary for our legitimate interests (to keep our website updated and relevant and to develop our society). |
| To make suggestions and recommendations to you about our services and services of associated organisations or individuals that may be of interest to you. | (a) Identity; (b) Contact;(c) Technical; (d) Usage; and (e) Profile. | Necessary for our legitimate interests (to develop our legal services and grow our society). |

4.2 Reminders and Marketing

You will receive reminders and marketing communications from us if you have requested information from us or purchased services from us, but only where you have consented to receiving these communications.
We will not share your personal information with any company for marketing purposes.
You can ask us to stop sending you marketing communications at any time by sending an email to **guildfordartsociety@gmail.com**

4.3 Cookies

Our websites may use cookies to distinguish you from other users. This helps us to provide you with a good experience when you browse our websites and also allows us to make improvements to it.
A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.
We may use the following cookies:
**Strictly necessary cookies.** These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into the secure client areas when and if these are provided.
**Analytical/performance cookies.** They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
**Functionality cookies.** These are used to recognise you when you return to our website. This enables us to remember your preferences.
You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website.

4.4 Change of purpose

We will only use your personal information for the purposes for which we collected it and our legitimate interests, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.
If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis, which allows us to do so.

**5. Disclosures of your personal information**

We may have to share your personal information with the parties set out below for the purposes set out in the table above.

* Service providers acting as processors based in the UK who provide IT and accounts support services for the GAS.
* Professional advisers acting as processors or joint controllers including solicitors, bankers, auditors and insurers based in the UK who provide consultancy, banking, legal, insurance and accounting services.
* HM Revenue & Customs, regulators and other authorities like the Charities Commission acting as processors or joint controllers based in the UK who require reporting of our processing activities in certain circumstances.
* Third parties to whom we may choose to sell, transfer, or merge parts of our society or our assets. Alternatively, we may seek to merge with or acquire other societies or merge with them. If a change happens to our society, then the new organization may use your personal information in the same way as set out in this privacy notice.

We require all third parties to respect the security of your personal information and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal information for their own purposes and only permit them to process your personal information for specified purposes and in accordance with our instructions.

**6. International transfers**

Most of our service providers are to our knowledge (such as the providers of our IT and accounts support functions) are based inside the European Economic Area (**EEA**), so their processing of your personal information will not transfer of information outside the EEA.
Some of our service providers may move their servers outside the EEA, so their processing of your personal information may involve a transfer of information outside the EEA.

Whenever we transfer your personal information out of the EEA, we will ensure a similar degree of protection by ensuring at least one of the following safeguards is implemented:

* We will only transfer your personal information to countries that have been deemed to provide an adequate level of protection for personal information by the European Commission; or
* Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal information the same protection it has in Europe; or
* Where we use providers based in the US, we may transfer information to them if they are part of the Privacy Shield that requires them to provide similar protection to personal information shared between the Europe and the US.

**7. Information security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.
We have procedures to deal with any suspected personal information breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

**8. Information retention**

8.1 How long will you use my personal information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including satisfying any legal, accounting, or reporting requirements.
By law we have to keep basic information about our clients (including Contact, Identity, Financial and Transaction Information) for six years after they cease being a client for regulatory and tax purposes.

**9. Your legal rights**

9.1 You have the right to:

* **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
* **Request correction**of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected, though we may need to verify the accuracy of the new information you provide to us.
* **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal information to comply with local law. However we may not always be able to comply with your request of erasure for specific legal reasons, which will be notified to you, if applicable, at the time of your request.
* **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal information for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information, which override your rights and freedoms.
* **Request restriction of processing** of your personal information. This enables you to ask us to suspend the processing of your personal information in the following situations: (a) if you want us to establish accuracy of the information; (b) where our use of the information is unlawful but you do not want us to erase it; (c) where you need us to hold the information even if we no longer require it as you need it to establish, exercise or defend legal claims; (d) you have objected to our use of your information but we need to verify whether we have overriding legitimate grounds to use it.
* **Request the transfer**of your personal information to you or to a third party. We will provide to you, or a third party you have chosen, your personal information in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.
* **Withdraw consent** at any time where we are relying on consent to process your personal information. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain services to you. We will advise you if this is the case at the time you withdraw your consent.

If you wish to exercise any of the legal rights set out above, please send an email to **guildfordartsociety@gmail.com**

9.2 No fee

You will not have to pay a fee to access your personal information or to exercise any of your other rights.

9.3 Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

**10. Glossary**

**Legitimate Interest** means the interest of our society in conducting and managing our services to enable us to give you the best service and the best and most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal information for GAS’s legitimate interests.

**Performance of contract** means processing your information where it is necessary for the performance of a contract to which you are a party, essentially to support our legitimate interests in services for you as a member, other members of GAS or identified applicants to take steps at your request before entering into such a contract.

**Comply with a legal or regulatory obligation**means processing your personal information where it is necessary for compliance with a legal or regulatory obligation that we are subject to as an art society and a charity.