



Chelsea Arts Club

143 Old Church Street, London SW3 6EB
020 7376 3311

DATA PROTECTION POLICY

1. About this Policy

- 1.1. This policy explains when and why we at the Chelsea Arts Club (“we” or “The Club”) collect personal information about members, how we use it, how we keep it secure and your rights in relation to it.
- 1.2. The Club may collect, use and store your personal data, as described in this Data Protection Policy and as described when it collects data from you.
- 1.3. The Club reserves the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check the Club website (www.chelseaartsclub.com) regularly for any amendments (but amendments will not be made retrospectively).
- 1.4. The Club will always comply with the General Data Protection Regulations (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, The Club Secretary will be the “data controller” of all personal data The Club holds about you

2. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member’s name, address(es), telephone numbers, e-mail address(es), Gender,	Managing the Member’s membership of the Club.	Performing the Club’s contract with the Member.
Date of Birth/age related information and professional details	Managing membership categories which are age and profession related.	For the purposes of our legitimate interests in operating the Club.
Bank account details and/or encrypted credit card details.	Managing the Member’s membership of the Club.	
Members’ interest.	Managing communications with Members.	
Photographs taken at Club events	Archival & communications purposes	

3. How The Club protects your personal data

- 3.1. The Club has implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 3.2. Please note however that where you are transmitting information to The Club over the internet this can never be guaranteed to be 100% secure.
- 3.3. For any payments which The Club takes from you online, it will use a recognised online secure payment system.
- 3.4. The Club will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

4. Who else has access to the information you provide us?

- 4.1. The Club will never sell your personal data. It will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in paragraph 4.2 below.
- 4.2. The Club may pass your personal data to third parties who are service providers, agents and subcontractors to it for the purposes of completing tasks and providing services to you on behalf of the Club (e.g. to print newsletters, members lists, host websites and send you Club mailings). However, it discloses only the personal data that is necessary for the third party to deliver the service and it has contracts in place that requires them to keep your information secure and not to use it for their own purposes.
- 4.3. The Club will on request share your email address with other Members so that they may contact you in furtherance of the Club's community. It will never allow them to do so for business purposes, but only if satisfied that the purpose of contact is purely personal. You may opt out of this sharing policy at any time simply by contacting us.

5. How long will The Club keep your information?

- 5.1. The Club will retain personal data only for as long as necessary for each purpose that it uses it. For most data this means it will be retained for as long as you are a member of the Club and for as long afterwards as is necessary for the Club to comply with its legal obligations.
- 5.2. All financial data will be securely destroyed as soon as it is no longer required.
- 5.3. The Club will however keep indefinitely all information necessary, such as correspondence and e-mails for management and archival purposes.

6. You have the following rights under the GDPR

- 6.1. The right to ask the Club in writing for a copy of all the personal data held about you (known as a "Subject Access Request"). A copy will be sent to you as soon as possible and this will be no later than one month after your request.

- 6.2 If you would like to access the personal data held by the Club, please contact the Club Secretary.
- 6.3 To require the Club not to send you marketing communications.
- 6.4 To require that the Club ceases processing your personal data if the processing is causing you damage or distress.
- 6.5 To require the Club to correct the personal data it holds about you if it is inaccurate.
- 6.6 To request that the Club erases your personal data.
- 6.7 To object to or restrict how your personal data is processed.
- 6.8 To have your personal data transferred to yourself or to another business in certain circumstances.
- 6.9 Please note that the above rights are not absolute, and the Club may be entitled to refuse requests where exceptions apply: for example if it can show the processing is necessary for a lawful process.
7. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For further details on the GDPR or if you have any questions, comments or requests regarding the Club's data processing practices, please contact The Club Secretary who is the Data Controller.