

Felixstowe Art Group: How GDPR affects you

The new General Data Protection Regulation become mandatory on 25 May 2018. To comply with this regulation FAG must inform its members what personal data it keeps, how that data is managed and used and how members may ask for it to be changed or removed. We must then ask for and record your consent for us to keep and use your data as described. The following document explains this in detail for you.

Personal data FAG keeps:

The only personal data that is kept about you is:

- Name and address
- Telephone number if provided
- Email address if provided

Who has access to the data:

- Membership secretary
- Chairperson
- General secretary
- Treasurer

Purpose for keeping the data:

- General communication of club matters
- Distribution of newsletters
- Distribution of payments resulting from picture sales

How is the data stored and processed:

- Data is held in password protected spreadsheet form
- The file is contained only on removable media, loaded at time of use and removed afterwards
- Processing is on home computer systems which have up to date operating system patches and fully maintained antivirus software.

How can you view, change and delete your information:

- The primary holder of the data is the membership secretary
- To view, change or delete the data we hold about you, contact the membership secretary who will ensure copies held by other holders are updated accordingly
- If you ask for your personal data to be deleted your membership of the Felixstowe Art Group will be terminated without refund of any fees paid.

If you have any question please ask the membership secretary.

Please retain this document for future reference