

Swindon Film Society Data Protection Procedure

Introduction

In order to operate, Swindon Film Society needs to gather, store and use certain forms of information about its members.

This procedure explains how this data should be collected, stored and used in order to:

- Protect the rights of our members
- Comply with data protection law and good practice
- Protect the Society and its members from the risks of a data breach

Roles and responsibilities

This procedure applies to all those handling data on behalf of Swindon Film Society. Everyone who has access to data as part of Swindon Film Society has a responsibility to ensure that they adhere to this procedure.

It applies to all data that Swindon Film Society holds relating to individuals:

- Names
- Email addresses
- Postal addresses
- The type of membership held (full/general) and when membership was last renewed.

Data controller

The Data Controller for Swindon Film Society is the Society's Committee. It is responsible for why data is collected and how it will be used. Any questions relating to the collection or use of data should be directed to the Data Controller. This may be done by contacting any member of the Committee, or emailing contact@swindonfilm.org.uk.

Data protection principles

1. We fairly and lawfully process personal data

Swindon Film Society will only collect data with consent, where lawful and where it is necessary for the legitimate purposes of the Society.

- **Active Members:**

Personal data on current active members is collected and used to send information about the Swindon Film Society Programme by email and by post, and to facilitate the administration of the Society.

- **In-active Members:**

On ceasing active membership members' details will remain on the Swindon Film Society records and mailing list for three years before being removed and erased. During this period inactive members will receive information about the Swindon Film Society Programme by email and post.

At any time active or inactive members may unsubscribe from Swindon Film Society mailings and/or request that their details are removed and erased from Swindon Film Society records.

2. We only collect and use personal data for specified and lawful purposes.

When collecting data, Swindon Film Society will always explain to the individual why the data is required and what it will be used for. We will never use data for any purpose other than that stated or that is reasonably related to it. For example, we will never pass on personal data to 3rd parties without the explicit consent of the individual.

3. We ensure any data collected is relevant and not excessive

Swindon Film Society will not collect or store more data than the minimum information required for its intended purpose.

4. We ensure data is accurate and up-to-date

Swindon Film Society will ask members to inform us of any changes to their personal data, e.g. change of address or email. Any individual will be able to update their data at any point by contacting the Data Controller.

5. We ensure data is not kept longer than necessary

Swindon Film Society will keep data on individuals for no longer than three years after their last membership season, unless there is a legal requirement to keep records.

6. We process data in accordance with individuals' rights

The following requests can be made in writing to the Data Controller by anyone whose data we hold:

- A person can request to see any data which is stored about them. Any such request will be actioned within 14 days of the request being made;
- They can request that any inaccurate data held on them is updated. Any such request will be actioned within 14 days of the request being made;
- They can request to stop receiving any communications from Swindon Film Society. Any such request will be actioned within 14 days of the request being made.

7. We keep personal data secure

Swindon Film Society will ensure that data held by us is kept secure.

- Electronically-held data will be held within a password-protected and secure environment;
- Physically-held data (e.g. membership forms or email sign-up sheets) will be stored securely;
- Access to data will only be given to committee members where it is clearly necessary for the running of the group.

8. Transfer to countries outside the EEA

Swindon Film Society will not transfer data to countries outside the European Economic Area (EEA), unless the country has adequate protection for the individual (e.g. USA).