

DATA PRIVACY NOTICE

Silkscreen Film Society, Macclesfield

This Data Privacy Notice has been produced in response to the GDPR. - May 2018

1. Personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR).

2. Who are we?

The Silkscreen Film Society website administrator is the data controller (contact details below). He/she manages how personal data is processed and for what purposes.

3. How do we process your personal data?

Silkscreen Film Society complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes: -

- To contact members of the Silkscreen Film Society about membership issues and Silkscreen Film Society events. Specifically to post to the members their membership cards, new season's programme leaflet, links to AGM papers in advance of the AGM, etc.

4. What is the legal basis for processing your personal data?

- Consent of the data subject by filling in the membership application form.

5. Sharing personal data

Personal data will be treated as strictly confidential and will only be shared to carry out a service to members or for purposes connected with Silkscreen Film Society. Specifically name and address details of members are shared with printers to print address labels for posting Silkscreen Film Society relevant material.

6. How long do we keep personal data?

We retain personal details while the person is a member and for two years after membership has lapsed in order to send membership reminders at the beginning of the following two seasons.

7. Individual's rights and personal data

Unless subject to an exemption under the GDPR, people have the following rights with respect to personal data: -

- The right to request a copy of personal data which Silkscreen Film Society holds about them;
- The right to request that Silkscreen Film Society corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that personal data is erased where it is no longer necessary for Silkscreen Film Society to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable).
- The right, where there is a dispute in relation to the accuracy or processing of personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data.
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide people with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints in the first instance contact the Silkscreen Film Society at info@silkscreen.org.uk.

The Information Commissioners Office can be contacted on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.