

In compiling this policy and addressing the way that the Trustees have adopted the new Data Protection Act 25th May 2018, we used the twelve steps specified by the Information Commissioners Office (ICO). The steps are:

- Awareness – the trustees have noted the changes.
- Information – we have documented the key information we hold and why.
- Privacy – we have addressed the maintenance of privacy and in particular the use of photographs on the Lingfield Art Website (www.lingfieldart.org).
- Individual Rights – we have included in our documentation opportunities for artists to review or modify the data that we hold.
- Access – we have provided a process for artists to access the data
- Lawful process – we have tested the basis for LAA to hold such data
- Consent – the Exhibition Application documentation requires artists to sign giving their consent
- Children – Applicants to enter the exhibitions must be 18years and over but in order to further safeguard young people who may be identified in photographs that might be placed on the website, in accordance with the guidelines we will only show their first names and no further personal information.
- Data Breach – the process in this policy addresses this.
- Data Protection – the process in this policy addresses this.
- Data Protection Officer – addressed
- International – We have noted that persons outside the European Union may search the website. **NO** personal information is held on the site. However, key volunteers and roles are listed

Registration with the ICO

Having used the ICO website to test our organisation against the new law, it confirms that LAA or the Trustees only process personal data to maintain a public register/ for domestic or recreational reasons and are therefore exempt. We therefore do not have to register with the ICO.

Lingfield Art Association GDPR Policy

Artists are advised on the website that they may download a copy of this policy document.

Data Breach

The Data is managed by one Trustee. Should a breach occur, then the Board of Trustees of Lingfield Art Association and all artists named on the spread-sheets, will be informed.

Policy

This policy will be updated and reissued when required and an outline of where to find this information will be incorporated into the mailing information provided to the artists on the LAA mailing list at the time of issuing invitations to exhibit. This full copy will be available to download via the LAA website.

Lingfield Art Association

Issue: 1 – 11th May 2018

- Photographs of exhibits and the exhibitions
- A privacy notice in respect of any images displayed

We are aware that the website may be accessed from third parties unconnected with the exhibitions and from outside the European Union. For this reason we apply safeguards in respect of photographs particularly those, which may contain images of younger people, We therefore seek the permission from teachers, staff and parents, where appropriate. No personal data is held on the website

Exhibition Sales

During the course of the annual exhibitions sales of art are recorded on a Sales Form collecting the following information:

- The Date
- The title of the works being purchased
- The Price
- The name of the purchaser
- The address of the Purchaser
- The payment form (cheque or cash)

These forms are used the following year to invite purchasers to the next art exhibition and are then destroyed securely by shredding. Purchasers will be advised of this arrangement by a label affixed to the sales form.

Consent

in submitting an application to exhibit and providing the artists name and contact details, we specify that this will be used for mailing and admission purposes only and they sign the application form to confirm their acceptance of this approach (A copy of the Application Form is attached for information).

- **Contract:** the processing is necessary for the application to be considered for entry to the annual art exhibition. A copy of the Terms & Conditions attached).
- **Legal obligation:** the keeping and processing of information in the way specified in this policy is necessary for us to comply with the new law.
- **Vital interests:** there are NO requirements to protect someone's life.
- **Public task:** the processing is necessary for Lingfield Art Association to perform the tasks associated with the running of the annual art exhibitions and the task or function has a clear basis in law.
- **Legitimate interests:** the processing is necessary for our legitimate interests.

Key Principles Addressed

We have applied the following principles:

- We will process all personal data lawfully, fairly and in a transparent manner.
- We are able to demonstrate that a lawful basis applies.
- Individual artists will have the right to erase personal data, which has been processed lawfully or unlawfully.
- The individual's right to be informed under Article 13 and 14 requires us to provide people with information about our lawful basis for processing. This document shows that we conform.

The Twelve Steps

- Name
- Full address
- Home Telephone Number
- Mobile Telephone number
- Email address

Data Retention

Artist when completing the application to enter an exhibition are advised on the form that:

- Their information is being kept securely
- The purpose of keeping it
- That it is not shared with any third party and
- They are offered the opportunity to modify or erase the information.

Deletion

- Artists who fail to submit an application to exhibit for FIVE consecutive years are automatically deleted from this database.
- The current years information is held on an active computer file. Previous years are held on disc by one trustee in a secure file.
- No paper copies are kept.

Information Safeguards

The method of safeguarding the data is as follows:

- Retain one copy as a computer file using Microsoft excel which is password protected.
- A copy is also held electronically, password protected by one other trustee as a computer file to safeguard against loss or corruption of the data..
- Access to both sets of data are by trustees only.

Should a member of the public seek to contact an artists listed on the database (perhaps to offer a commission), then the following process is followed:

- The member of the public will be advised that it is not Lingfield Art Associations policy to disclose any artists contact information but that we can pass on the enquiry to the artist.
- The artists will be advised of the contact by the member of the public and provided with the member of the publics contact details They may then decide whether to make contact or not.
- The member of the public will be advised that this connection has been made and that it will be up to the artists to make contact if they so wish.
- No further correspondence will be entered into

Website

Lingfield Art Association has a website (www.lingfieldart.org) to provide:

- information about upcoming exhibition
- Provide a facility for artists to download application forms and other related documentation
- Details of competitions
- Opportunity to download this policy
- A Contact Us facility to enable artists to request changes to their personal information
- Photographs of the Trustees and the roles of volunteers

Lingfield Art Association – Policy

General Data Protection Regulation (GDPR) – 25th May 2018

Who we are

Lingfield Art Association (LAA) is an organisation run by volunteer trustees to provide an opportunity for artists in the Surrey, Sussex and Kent borders to exhibit their works in a relaxed service community atmosphere during an annual art exhibition based in Lingfield Surrey. The organisation is 'not for profit' relying entirely on volunteer unpaid support.

Data Protection Officer

The Data Protection Officer (DPO) is a LAA Trustee who oversees how we collect, use and store the information. The DPO can be contacted via our website 'Contact Us' page at www.lingfieldart.org

Management Information

Information about the Artists

When artists apply to enter one of the LAA exhibitions the following information is requested in hard copy on an Application Form and then recorded on a Microsoft excel spread-sheet which is password protected. We do not obtain information about individuals from any other source. The data controller is a LAA Trustee.

The information stored is as follows:

- Name
- Full Address
- Home Telephone Number
- Mobile Telephone Number
- Email address
- The Year(s) of entry to the exhibition
- The number of paintings or sculptures submitted that year
- The fees paid
- The offer to steward at the exhibition

Information Use

The information is used solely for the purposes of tracking payment of entry fees and dealing with the sale of art at the exhibitions. The details of the works of art submitted are then used to compile the exhibition catalogue. A limited number of artists are classified as Alumni having been associated with the exhibition for many years. Their contact information is retained until they request it be deleted.

Information Sharing

The information is not shared with any other Trustees or any third party. Copies of past records are kept securely on disc by the Website Manager for historical and back up purposes only.

Information about the Exhibition Trustees

In addition to the information recorded about the artists the following information is recorded by the Website Manager about the Trustees and a hard copy shared only with the Trustees: