

## Lingfield Art Association

### Data protection policy 2024

Lingfield Art Association (LAA) controls personal data in accordance with the following schedule.

Data held	Measures to protect data	Responsible person
<ul style="list-style-type: none"> <li>• All data</li> </ul>	Measures are overseen by named individual	Data protection officer
<ul style="list-style-type: none"> <li>• Committee members</li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ Contact details shared with other committee members.</li> </ul> </li> </ul>	Details are not disclosed to other people	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ Photographs and names included on the LAA web site and in the exhibition programme if agreed by individual.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• Requests from the LAA website</li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ People making requests using the form on the website are required to provide contact details to allow the request to be dealt with.</li> </ul> </li> </ul>	Website forms received and actioned by named individual. Details are provided to others only as necessary to respond to the question. Forms retained for the duration of the exhibition then archived securely.	Chairman
<ul style="list-style-type: none"> <li>• Exhibitors</li> </ul>		
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ Address, telephone number and email disclosed on application form.</li> </ul> </li> </ul>	Forms retained securely by named individual and, unless agreed otherwise through the application form, destroyed after completing all actions relating to the exhibition.	Chairman
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ Contact details retained on computer database for the purposes of the exhibition.</li> </ul> </li> </ul>	Database retained by named individual and deleted following the exhibition unless agreed otherwise through the application form.	Chairman
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ If exhibitor agrees by entry on application form, contact details retained on computer database to</li> </ul> </li> </ul>	Data retained securely by named individual. Data deleted if no exhibits entered for a period of five years.	Chairman

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enable contact about future exhibitions.		
<ul style="list-style-type: none"> <li>○ Details are made available to the treasurer to allow reconciliation of payments.</li> </ul>	Data retained securely by named individual	Treasurer
<ul style="list-style-type: none"> <li>○ Artists' names stated on exhibition catalogue.</li> </ul>		
<ul style="list-style-type: none"> <li>○ Artists contact details are not disclosed to attendees or purchaser other than the artist's name.</li> </ul>		
<ul style="list-style-type: none"> <li>● School competition</li> </ul>		
<ul style="list-style-type: none"> <li>○ Names of pupils submitting entries and their work shown at the exhibition and publicised on the Lingfield Art web pages</li> <li>○ Winning works may be publicised in external publications</li> </ul>	Agreement obtained before entries are submitted	Competition organiser
<ul style="list-style-type: none"> <li>● Attendees</li> </ul>		
<ul style="list-style-type: none"> <li>○ Photographs taken during the exhibition for publicity purposes may include people attending the exhibition.</li> </ul>	These people are not identified and are of a small scale. The exhibition catalogue set this out and allows any person to object to being shown.	
<ul style="list-style-type: none"> <li>○ Attendees are not permitted to take photographs within the exhibition space except for artwork.</li> </ul>	Prominent notices and notice in the exhibition catalogue.	
<ul style="list-style-type: none"> <li>● Purchasers</li> </ul>		
<ul style="list-style-type: none"> <li>○ Contact details of purchasers of exhibits are recorded on sales form for the purposes of the exhibition, in case of any problems before handover of purchases and to identify the purchaser.</li> </ul>	Sales form held in folder on the sales desk during the exhibition, then transferred to named individual at end. Forms used to reconcile records of the exhibition then destroyed.	Chairman

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<ul style="list-style-type: none"> <li>○ If agreed by the purchaser, a copy of the data is retained to enable invitations to be issued for the following exhibition.</li> </ul>	Contact details are held electronically by the named individual. Records are deleted after the next exhibition.	Chairman
<ul style="list-style-type: none"> <li>○ A copy of the contact details of purchasers is issued to the exhibitor to make them aware of the purchase.</li> </ul>		
<ul style="list-style-type: none"> <li>○ Details of purchasers are made available to the treasurer to enable payments to be made and reconciled</li> </ul>	Data retained securely by named individual	Treasurer
<ul style="list-style-type: none"> <li>○ Electronically held data</li> </ul>	Electronically held data is stored in password protected files. When no longer required for exhibition purposes, the files are transferred to removable media which is itself password protected. Data is only made available to other members of the association on a need to know basis	The person holding the data
<ul style="list-style-type: none"> <li>○ Back up of data</li> </ul>	A second copy of electronically held data is retained by a second named individual who has access to the passwords.	Data security holder
<ul style="list-style-type: none"> <li>○ Paper records</li> </ul>	Once paper records are no longer to be retained, they are deleted by shredding.	The person holding the records

14/3/24

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