



## Leicester Society of Artists

# Privacy Policy for Members

v.1 / 08.05.2018

**Leicester Society of Artists (LSA) is a society of elected members.**

**The Data Controller is:** the LSA Secretary  
[secretary@leicestersocietyofartists.co.uk](mailto:secretary@leicestersocietyofartists.co.uk)

This privacy notice explains how we use your personal information and your rights regarding that information

### **What Information are we collecting?**

When you are elected as Member of Leicester Society of Artists we will ask for the following details:

Name

Email Address

Home Phone number and Mobile number

Address including postcode

When you take part in Leicester Society of Artists exhibitions we will ask for the following details:

Name

Email Address

Telephone number

Address including postcode

Permission to take and use photographs or films of your images for promotional activity by LSA

When you are asked to take part in workshops or events organised by Leicester Society of Artists we will ask for the following details:

Name

Email address

Phone Number

Address including postcode

Permission to take and use photographs or films of your images for promotional activity by LSA

When you buy or are given a ticket to an event we will ask for the following details:

Name

Phone Number

Email address

Address including postcode

Any access requirements

When you become a member of Leicester Society of Artists we will ask for the following for use on our website [www.leicestersocietyofartists.co.uk](http://www.leicestersocietyofartists.co.uk) :

Name

3 or more images of your work

Artist's statement

Website address

Email address

When you visit our website we collect the following generic information:

IP addresses

Geographical location

Browser type

Referral source

Length of visit

Number of page views

### **Why are we collecting this data and how will we use it?**

Your contact information is collected so that the Secretary and Officers can contact you about society business and activities on behalf of Leicester Society of Artists, and collect membership fees. Personal details are only used by Leicester Society of Artists for this purpose and are not shared with other organisations.

When you opt in to receiving emails we may contact you about events, workshops and exhibitions emailed from the Secretary and through our e-newsletters. The Secretary may also send you occasional information about art-related events from third parties.

When you are elected to membership Leicester Society of Artists your name will appear on the list of current members published on our website and will continue for the duration of your membership. If you opt to provide images of your work, you will have your own 'page' on our website. Your website and your

email address will be added to this page only if you have given specific consent to allow them to be included.

When you are contracted by Leicester Society of Artists to deliver an artwork or workshop we may use your information to contact you about your contract.

When you visit our website we may use the generic information collected for a number of purposes such as optimising the use of the website. We may use an analytics service provider for website traffic analysis and reporting and to track your movements around our website. Individual users will not be identifiable from this information.

Your postcode may be used to help target publicity in local areas on behalf of Leicester Society of Artists.

### **Use of images**

When you accept photography and film permission terms we may use any of the images or footage taken of you or your work for marketing, advertising, reporting and publicity purposes stated in the terms of the form. Images used on the website will stay in place indefinitely.

### **Where do we store your data and how long will your data be processed for?**

Your personal details are held by the Secretary and your email address is also held on a secure cloud based system called Mailchimp. You will be offered options by the Secretary for ways that we may contact you, such as by post, email, telephone, text. Your preferences will be held for the period of your membership. If you wish to change your preferences at any time contact the Secretary. Any changes to your permissions to contact you will be put in place within 28 days of your request.

Where a member has died their details will be deleted within twelve months, or within a period that allows an 'in memoriam' showing of the member's work in an Annual Exhibition. If you voluntarily leave or resign from Leicester Society of Artists your personal details, your opt-in preference and your name on the list of current members on our website will be deleted within 28 days of you notifying the Secretary. Permissions already given for photography and film remain indefinitely.

When you visit our website information about your visit is stored on an analytics service provider indefinitely, but Individual users will not be identifiable from this information.

When you apply to take part in a Leicester Society of Artists exhibition your information is stored on our secure website system and deleted within 1 year of the end of the exhibition. Photography and film permissions remain in place indefinitely.

### **If we are sharing your data with others who are we sharing it with?**

Other than as expressly set out in this Privacy Policy or as otherwise required or permitted by law, we will not share, sell or distribute any of the information you provide to us without your consent.

**What is the legal basis for processing the data?** We will process your data on the basis of consent.

**What are your rights and how to enforce them?** Right to withdraw- you can opt out of receiving information from us at any time.

Right to be informed

Right of access

Right of rectification

Right to erasure

Right to restrict processing

Right to data portability

Right to object

Rights to related automated decision making including processing

You have the right to access your personal data so you can verify that your data is being processed properly. Leicester Society of Artists will provide a copy of personal data (name, address, email address, telephone and contact preference) free of charge within one month of a request to the Secretary.

### **Activity Logs**

Our systems automatically record all requests for accessing web content, including the requesting computer's IP address. This is a standard function of web serving technology and, as above, we only use these logs for diagnostic and problem-solving purposes.

### **Leicester Society of Artists Use of Cookies**

To identify which webpages are accessed, we use traffic log cookies and analytics services provided by Add This and Google. From this we can analyse data about web traffic and thereby constantly improve our website for users. This information is only used for statistical analysis. Cookies help us to provide website visitors with a better service by enabling us to identify which pages are most useful to most people.

Cookies do not give us access to your computer and do not reveal any information other than whatever data you choose to share with us via webforms or other inputs. Web browsers are usually set to accept all cookies automatically, but you can modify your browser to decline or query cookies.

By using the Leicester Society of Artists website, you give your consent for us to process the data you provide in the manner and for the purposes described above. Find out more about cookies at [www.allaboutcookies.org](http://www.allaboutcookies.org)

### **How to complain**

If you are not satisfied that Leicester Society of Artists is handling your personal data correctly or meeting its obligations please contact the Secretary (the Leicester Society of Artists Data Controller) and we will aim to resolve any problems. You also have the right to complain to the Information Commissioner's Office.

The Information Commissioner can be contacted on:

By Post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF.

Tel: 0303 123 1113.

Email contact can be made by accessing [www.ico.org.uk](http://www.ico.org.uk)