

# **Worcester Society of Artists**

## **Data Protection Policy**

21/08/2020

### **Policy**

1. The Worcester Society of Artists (the Society) takes very seriously the protection of the personal data with which it is entrusted.
2. The Society has a Data Protection Policy and appropriate Procedures. The Policy and Procedures will be reviewed annually.
3. The purpose of this Policy is to demonstrate that the Society has a robust approach to data protection.
4. The Society will store and use personal data only for the purpose:
  - a. of running the Society, and
  - b. to contact individuals about meetings and events that are being run by the Society or associated organisations.
5. Personal data will not be shared with any other organisation, nor will it be shared with members of the Society other than members of the committee for the purpose of running the Society.
6. No sensitive personal data will be held about Members.

### **Responsibilities**

7. The Branch Committee appoints from time to time an individual to be the Data Protection Lead.
8. The Data Protection Lead is responsible for managing Data Protection within the Branch. This includes maintaining and reviewing the Policy and Procedures.
9. The Committee is responsible for approving the Policy and Procedures and any changes thereto.
10. Those on the Committee who handle personal data are personally responsible for adhering to the Policy and Procedures.