

Corstorphine Art Group - Data Privacy Notice

How Corstorphine Art Group handles your personal information.

1. **Who we are?:**

Corstorphine Art Group is a local art club.

2. **What data do we collect?:**

- **Members' Contact details:** When you join Corstorphine Art Group as a member, we request you give us your contact details (name, address, email address, telephone number, subscription payment details). For the period of the Exhibition, we store data relating to the Exhibition (member's name and data about the paintings entered into the exhibition)
- **Non-members' Contact details:** When you purchase a painting at one of our exhibitions, demonstrate at one of our meetings or would like to be included in our mailing list, we will request your contact details (name, address, email address, telephone number and painting bought or possible demonstrations and website if relevant).

3. **How the data is stored?:**

The data collected is stored electronically.

4. **What do we use the data for?:**

- **Members' data** is used for sending out news of club events and meetings, newsletters, exhibition news and forms, subscription renewals, reminders and other art club news. Members' Exhibition details are used for cataloguing purposes and for payment for painting sales.
- **Non-members' data** is used for invitations to the art club's future exhibitions, for invitations to demonstrate at club meetings or information about the club.

5. **Who accesses the data?:**

- **Members' data:** Our Club Treasurer collects, stores and updates the members data. It is shared with the other Committee members. It is not shared with any third party organisations. Members' Exhibition details are accessed by the Exhibition Organiser and sent digitally to the printer. The Club Secretary also accesses the data when necessary.
- **Non-members' data:** The Club Treasurer, Secretary or Syllabus Organiser collects the data and the Club Secretary stores and updates the data. It may be shared with other Committee members if relevant. It is not shared with any third party organisations.

6. **How long is the data stored?:**

- **Members' data** is stored for as long as they are a member of the club . We will hold your contact details for a short time after the start of the membership year until we can establish whether you will rejoin the club or not. If you do not rejoin, we will remove your contact details. Members' Exhibition details are stored for the period of the exhibition.
- **Non-members' data:** your contact details will be held for 2 years after you purchased a

painting in the case of buyers, for as long as you are willing to demonstrate for the club in the case of demonstrators or for as long as you are interested in receiving email news.

7. **How can the data be updated?:**

- Members' data : You can request to see what data we hold about you at any time or you can request your contact details be updated or removed from our membership list at any time by contacting the Club Treasurer or Club Secretary.
- Non-members' data: you can request to see what data we hold about you at any time or you can request that your contact details be updated or removed from our files at any time by contacting the Club Treasurer or Club Secretary.