

Poldrate Arts and Crafts Centre

Data Protection and Privacy Policy Statement

1. Introduction

Poldrate Arts and Crafts Centre (PACC) recognises and accepts its responsibility as set out in the Data Protection Act 1998 and regulations made thereunder.

PACC is a **Data Controller** and will take all reasonable steps to meet this responsibility and to promote good practice in the handling and use of personal information. In particular, the centre will comply with the data protection principles set out in the 1998 Act.

This policy is written in accordance with the Data Protection Act 1998. Poldrate Arts and Crafts Centre (PACC) is a registered charity and not-for-profit organisation which is exempt from formal registration under the Act. Any queries relating to data protection matters should be made to PACC Committee:

Address:

Poldrate Arts and Crafts Centre
The Elizabeth Hamilton Buildings
Poldrate
Haddington
East Lothian
EH41 4DA

By e-mail:

info@thepacc.org.uk)

No matter how it is collected, recorded and used, personal information must be dealt with properly to ensure compliance with the Data Protection Act 1998 (the Act). The lawful and proper treatment of personal information by PACC is extremely important to the success of our organisation and in order to maintain the confidence of our members, trustees, tutors and volunteers. We ensure that PACC treats personal information lawfully and correctly. This document will be made publically available via the PACC web site. We will ensure that committee members, trustees, tutors and volunteers are informed

of their responsibilities towards data protection. This document will be reviewed and updated on a 3 yearly basis or sooner if the need arises.

PACC fully supports and complies with the eight principles of the Act which are summarised:

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained/processed for specific lawful purposes.
3. Personal data held must be adequate, relevant and not excessive.
4. Personal data must be accurate and kept up to date.
5. Personal data shall not be kept for longer than necessary.
6. Personal data shall be processed in accordance with rights of data subjects.
7. Personal data must be kept secure.
8. Personal data shall not be transferred outside the European Economic Area (EEA) unless there is adequate protection.

2. Responsibilities of committee members, trustees, tutors and volunteers

During the course of their duties with PACC, committee members, trustees, tutors and volunteers will be dealing with information such as names, addresses, phone numbers, and e-mail addresses of members. The Data Protection Act (1988) gives specific guidance on how this information should be dealt with. In short, to comply with the law, personal information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. Committee members, trustees, tutors and volunteers must abide by this policy. Compliance with the Act is the responsibility of all these individuals. PACC will regard any unlawful breach of any provision of the Act as a serious matter. Any questions or concerns about the interpretation or operation of this policy statement should be directed to PACC committee.

3. Consent.

Written consent regarding personal details is not requested, as it is assumed that consent has been granted when an individual freely gives their own details via communication with PACC.

Personal data will not be passed on to anyone outside the organisation without explicit consent from the data owner, unless there is a legal duty of disclosure under other legislation. PACC will not sell personal information to third party organisations, or share personal information with third parties for their benefit.

4. What Information Is Collected.

PACC needs to collect personal information about people with whom it deals in order to carry out its business and provide its services. Such people include committee members, trustees, tutors, members, suppliers and other business contacts.

Personal information is any information that can be used to identify an individual. For example, it can include information such as name, date of birth, email address, postal address, telephone number, and credit/debit card details, as well as information relating to chosen classes.

For non -personal information such as IP address (the location of the computer on the internet) and cookies, please see Cookies and Website Analysis below.

5. How Information Is Collected And Stored.

PACC collects personal information when people ask about our activities, register with the organisation, order products and services, (such as classes and workshops), or otherwise give personal information. PACC will take practical steps to keep personal data up to date and accurate. Information collected by PACC either via telephone, in writing, by email or on-line forms at www.thepacc.org.uk is stored and processed in the UK. Personal Information will be destroyed upon request from the PACC electronic database promptly and all efforts will be made with ad hoc paper records, personal emails and notes of telephone conversations. When PACC collects personal information electronically, procedures and security features are employed to prevent unauthorised access. However, no data

transmission over the Internet is 100% secure. As a result, while every reasonable effort is made to protect personal information, PACC cannot guarantee the security of any information transmitted and it is therefore done so at the individual's risk

Personal data will be stored for as long as there is an active relationship with PACC. Should this cease, some basic information may be retained in order to avoid sending unwanted materials and to prevent the duplication of information. A review of inactive member records will be initiated at the end each academic year. If a request is received from an organisation/ individual to destroy their records, PACC will remove their details from the database and request that all paper or electronic records are destroyed.

6. How information Is Used.

PACC uses information in the ways set out below.

- Information processed by PACC may be included in PACC's annual report and Newsletters. Where this relates to a correspondent or an officer of PACC, it may also be published on the web pages, on-line media or in other PACC publications.
- PACC holds events where photographs may be taken. These may be published on web pages, on-line media or in other PACC publications. PACC will remove any photograph if a complaint is received if that is possible.
- Personal information is also used to deliver information, support, services, or products requested. It may also use information for administrative purposes, to let people know about changes to PACC's services or policies, to create a profile of an individual's interests and preferences and as part of PACC's publicity activities.
- Anyone wishing to obtain a copy of their data processed, a description of the purposes for which it is being processed, description of any potential recipients of the data, or any information as to the source of the data, should contact PACC committee.

7. Cookies and Website Analysis

A cookie is a small text file passed to a computer's hard disk through the web browser so the website 'remembers' the identity of a given user. This may be used to tailor the way the website displays

information for individuals. It does not hold confidential information like names or financial information.

PACC uses Google Analytics to track web site use and to gather statistics about visitors, such as where they come from before entering the websites and which websites are visited afterwards. Information collected in this way is anonymous and individuals cannot be traced. This information allows PACC to improve its website, for example, to assess the impact of and develop campaigns and services.