

# **GENERAL DATA PROTECTION REGULATION (GDPR)**

## **Data Protection Policy Statement**

### **Introduction: purpose and principles**

On 25 May 2018 the GDPR comes in effect throughout the EU. The biggest upheaval since the Data Protection Act 1998 (which it replaces), it gives people much more say over what any organisation, from major companies to an association such as Harrogate Film Society (HFS), which has collected personal data, can do with it.

Central to the Regulation are two principles. First, it will be no longer acceptable for HFS ("the data controller") simply to assume that those on its database - members and any film fan guest who has voluntarily provided personal data ("data providers") - have automatically consented to accept communications from the Society unless there is a specific "opt out" provision. Rather, data providers need explicitly to "opt in" to receive future communications. In other words, passive acceptance is no longer the default position; consent must be an active and affirmative action by the person on the database.

Not only that, but any data provider has the right to know the reason why their data has been collected and who has access to it. They can also demand access to the data stored on them and for that data to be rectified if incorrect; furthermore, for it either to be removed by withdrawing consent or under the statutory "right to be forgotten" (see below).

Therefore, HFS has redesigned its membership forms to include an empty check box and a corresponding invitation to tick it in order to stay up to date with Society announcements, news and forthcoming events; and for HFS to identify ways which members can support HFS. Those who attend as guests and wish to be kept in touch will be invited to sign a form to that effect.

The second principle is that the data controller must ensure personal data is processed lawfully, transparently, and for a specific purpose. "Lawfully" has a range of alternative meanings, of which one must apply. For example, it is lawful if the data provider has consented to their data being held; alternatively it can mean that it is in the controller's legitimate interest to do so, to ensure data providers receive necessary information and/or to prevent fraud and misrepresentation.

Accordingly, this Statement outlines the Society's Data Protection Policy under the GDPR: how it handles and uses the data collected and identifies the legal rights of data providers.

### **How does HFS collect information?**

HFS obtains information about members provided on joining the Society on annual renewal, or when members contact HFS for any reason, or if a non-member guest attendee positively agrees to provide the information requested. The principal legal basis for collecting and processing personal data is the consent of the data provider; otherwise it is deemed to be in HFS' legitimate interest in furthering its aims and objectives.

The information is kept on the membership site, membermojo.co.uk, and on the Membership Secretary's computer, apart from emails which are kept on an email server. Only the Membership Secretary ("data processor") processes the information and makes it available to the committee as and when required.

### **What type of information is collected?**

The personal information collected includes name, address, telephone number and email address, and how to connect with you via social media. There is no provision for information regarding bank details since subscriptions are paid, until further notice, only by personal cheque, cash, or online payment.

### **How is the information used?**

HFS may use the information to:

- Process subscriptions and any donations made.
- Sending announcements, news and details of forthcoming events.
- Requesting any help and assistance as circumstances arise.
- Seeking views or comments on the Society's activities.

### **Who has access to the personal information provided?**

As noted above, only the committee of the Harrogate Film Society and the Membership Secretary (if not a member of the committee) has access. No information will be sold or rented to third parties, nor shared with them.

### **What are the legal rights of those who have consented for HFS to hold their personal information to have access to it and update or remove, if necessary?**

Obviously, the accuracy of the information provided is important to the Society. If there is a change of email address, or if any of the other information held is inaccurate or out of date, it is the responsibility of the person concerned to contact the Membership Secretary, the contact details of whom are detailed on the Society's publications and/or its website and/or Facebook page.

HFS is not only legally obliged to be transparent about the personal information held by it but also regards this as a moral obligation. All those on the database have the legal right to ask for a copy of the information HFS holds about them.

There is also the legal right to demand removal of the information by a specific withdrawal of consent, in writing or by email, to the Membership Secretary; alternatively, under the "right to be forgotten" provisions of the Regulation if the data is no longer necessary for the purpose for which it was collected, for example if the data provider has moved out of the area or cannot, or decides, no longer to participate in the Society's activities.

## **Security precautions in place to protect the loss, misuse or alteration of personal information.**

When members, or others by way of voluntary consent, provide personal information, HFS will do its utmost to take all practicable steps to ensure it is treated securely. However, email addresses are transmitted normally over the internet and this can never be guaranteed to be 100% secure. It must be understood that such information is transmitted at the risk of data providers.

## **Links to other websites**

The HFS website contains links to other websites run by other organisations. HFS' privacy policy applies only to the HFS website. Therefore, data providers are encouraged to read the privacy statements on the other websites visited by them. HFS cannot be responsible for the privacy policies and practices of other sites, even if they are accessed using links from the Society's website.

In addition, if a data provider is linked to the HFS website from a third party site, HFS cannot be held responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that third party policies be checked.

## **Review of this policy**

HFS undertakes to keep this Data Protection Policy under regular review. This Policy was last updated in March 2018.

**Tony Thorndike,  
Chair, Harrogate Film Society**