

**HARPENDEN ART CLUB - PRIVACY POLICY**    General Data Protection Regulation (GDPR) 2018

Last updated 10 July 2018

Harpenden Art Club will hold the following personal details about their Members, which they provide on the Membership form when they join:

Title, First Name, Surname, Postal Address, Postcode, Telephone Number, Email address.

Members may ask the Club Membership Secretary to confirm what personal details about them the Club holds, and are encouraged to help us to keep them up to date by letting the Membership Secretary know of any change, for example, change of email address.

The Club will use these details to issue Membership cards, and to keep Members up to date with art news and events, including details of Club meetings and of opportunities to display works at our exhibitions. If Members provide us with an email address, we will regard that as consent to contact them by email. If Members do not want to receive further emails from the Club they can reply with the word 'Unsubscribe' to any Club email and we will delete the email address. We will only use the telephone number to resolve a query about the other details, for example, in the case of an email delivery failure.

For Purchasers, who may provide the above details to the Club on the Sales Form when buying an artwork at one of our events, we will use the details to contact you in the event of a query about collecting the Work you have purchased, and to send you an invitation to the preview evening of future Club exhibitions.

We will hold all Member and Purchaser details securely. We will not pass them on to other parties: they will only be accessible to relevant members of the Club's Committee, and we will only use them for the purposes described above.

If a member of the public wishes to contact a Club Member, about an artwork in the exhibition, for example, our policy is to ask the individual to contact the Secretary, who will forward their letter or email to the relevant Member.

If we do not hear from a Member for more than 18 months we will deem their membership to have lapsed and remove their details from our records.

Please contact the Club Membership Secretary if you have any questions about this Policy.