

GDPR and Privacy Policy

The new EU data protection regulation came into force on 25th May 2018.

Gloucestershire Lettering Arts (GLA) holds personal data in its records and is therefore obliged to communicate about what we hold and why. Our full Privacy & Cookie Policy is published below, but here is a short explanation about GLA and your personal data.

As a membership organisation, we store your contact details, safely, in order to provide you with information relating to your membership and to GLA's activities. This falls under the permitted 'legitimate interest' and 'contract fulfilment' criteria of the new regulation as, without storing these details, we cannot contact you with news or information that you need.

You do not, therefore, need to opt-in to allow us to keep your details. We promise that we have fully reviewed our practices and can reassure you that the details that we have for you (name, address, and telephone number and email address where you have given us those) are stored in the correct way, safely, and are available only to individuals who need to access them for GLA management purposes.

You may, if you choose, opt-out, which means that we will delete your data from our records. This would mean, however, that we could not keep a record of you as a member and communicate with you – which rather defeats the object of being a member. But you might prefer that we do not send specific types of communication, such as news emails. If that is the case, please notify us by sending an email to contact@gloucestershireletteringarts.org.uk and we will note your preferences.

In summary:

- We process your details fairly and lawfully in order to fulfil the agreement entered with you when you joined GLA. This ensures that you receive the latest news and information about forthcoming events, the newsletter, and any other legitimate and necessary communications from GLA.
- Members' address details are used for mailing the GLA Newsletter four times a year.
- Your photograph, work and name may appear on our website if you have given your permission.
- Your details will be kept safely and securely, and you can opt-out of our communications at any time.
- GLA does not and will never pass members' details to any other society or organisation.

Privacy Policy

This privacy policy applies solely to personal data collected by Gloucestershire Lettering Arts (GLA). It explains how and why we use your personal data and applies whether you are a member of GLA or visit our website, email, telephone or write to us.

We are firmly committed to the privacy and security of your personal data, the responsible use of information, the need to safeguard the privacy of members and visitors to our website, and compliance with privacy legislation.

We'll only use your personal details on relevant lawful grounds as permitted by the EU General Data Protection Regulation and the UK Data Protection Act and Privacy of Electronic Communication Regulation.

Your information will only be used and stored for as long as it is required for the purposes for which it was collected. How long it will be stored for depends on the information in question, what it is being used for and, sometimes, statutory legal, accounting or reporting requirements.

We will use your details to keep in touch and will always act upon your choice of how you want to receive communications. Communications will be those that we need to send to fulfil our obligations to you as a member. These include sending out electronic mailings for Newsletters, news bulletins, information about the AGM and other events, subscription renewal reminders and other notices as considered necessary.

Personal data collected and processed by us may be used or held, and only where necessary, by the GLA Membership Secretary and specific serving members of the Executive Committee who require the information in order to carry out their roles.

We will never give your information to someone else unless it is necessary to provide a service that you have requested or we are legally compelled to do so. We do not sell or share your personal information for other organisations to use.

When you apply for membership we'll only collect the personal data that we need to carry out activities relating to your membership. This may include your name, address, telephone, email, and any further information you provide as part of your application. A tick box is provided for you to give your explicit consent for us to collect and use your personal data.

Your photograph, work and name may appear on our website if you have given your permission.

When a committee member contacts a wide group of members the email will not expose the members' email addresses, but Bcc will be used instead.

Paper copies of personal data (membership application forms, workshop application forms, consent forms, etc) will be held securely for as long as the information is accurate and useful, until it has been superseded or is no longer required. Then the old paper copies will be shredded.

Our website contains links to websites of other organisations that may be of interest to members and visitors. If you follow a link to any of these, they will have their own privacy policies that we advise you to read. We do not accept any responsibility or liability for these.

GLA does not capture or store any of your financial details.

It is important that the information we hold about you is accurate and up to date. Please let us know if your personal details change. If you have any questions on any aspect of how we collect and use your data, please email contact@gloucestershireletteringarts.org.uk

We'll amend this privacy policy from time to time to ensure it remains up to date and reflects how and why we use your personal data and any new legal requirements.

This privacy policy was last updated on 14th October 2018.

Cookies

Cookies are small files which are stored on your computer (or phone/tablet/other device) when you visit a webpage. In general, cookies are used to retain user preferences and to store information for things like shopping carts.

As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your internet browser: see your browser's Help pages for details of how to do this.