

NATURE IN ART TRUST DATA PRIVACY POLICY

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

How do we process your personal data?

Nature in Art Trust complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer our records relating to our activities (eg. membership, art courses, activity days, events etc.);
- To promote the activities of Nature in Art;
- To manage our volunteers (eg. rotas, briefings, thank you events etc.);
- To maintain our own accounts and records;
- To inform you of news, events, activities and projects at Nature in Art;

What is the legal basis for processing your personal data?

Explicit consent of the data subject so that we can

- keep you informed about news, events, activities and projects.
- administer our membership scheme, art courses, activity days and event bookings etc.
- ensure there is no disclosure to a third party without consent.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be used for purposes connected with Nature in Art. We will **NOT** share your data with third parties without your prior consent.

How long do we keep your personal data?

We keep data only while it is necessary for us to carry out our functions and fulfil your requests for information.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Nature in Art holds about you;
- The right to request that Nature in Art corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Nature in Art to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Policy, then we will provide you with a new policy explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Administrator at Nature in Art, Wallsworth Hall, Twigworth, Gloucester, GL2 9PA. Tel: 01452 731422