

Devizes Film Club Privacy Policy

1 General Statement of Devizes Film Club duties and scope

In order to operate, Devizes Film Club referred to below as 'the Club', needs to gather, store and use certain information about its members and other filmgoers and will take all reasonable steps to do so in accordance with this Policy.

2 Data Controller

The Data Controller for Devizes Film Club is the Club's Committee. The Data Controller will endeavour to ensure that all personal data is processed in compliance with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) which came into force on 25 May 2018.

3 The Principles

The Club will, so far as is reasonably practicable, comply with the GDPR Principles to ensure all data is:

- Fairly and lawfully processed
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than necessary
- Processed in accordance with the data subject's rights
- Secure
- Not transferred to other countries

4 Personal Data

Personal data for members of the Club covers data that identifies an individual, which comprises a member's name, postal address and email address. Email addresses are also held for other filmgoers who are not members. The data is only used to contact individuals to give them information about the Club.

5 Processing of Personal Data

The Club will only collect and process data with consent, where lawful and where it is necessary for the legitimate purposes of the Club.

6 Rights of Access to Information

Individuals have right of access to information about their personal data held by the Club. Any request for the following will be actioned within fourteen days of the request being made:

- to see any data stored about them;
- that any inaccurate data held on them is updated;
- to stop receiving any communications from the Club;
- to have their data deleted from the Club's records.

7 Data Security

The Club will ensure that data held by us is kept secure. Electronically-held data will be held within a password-protected and secure environment and physically-held data (e.g. membership forms or email sign-up sheets) will be stored securely. Any physically held data will be securely destroyed if no longer required.

This policy has been agreed by the Devizes Film Club Committee.