



## CALLIGRAPHY & LETTERING ARTS SOCIETY GENERAL DATA PROTECTION REGULATION

With the introduction of the General Data Protection Regulation (GDPR) on 25th May 2018 CLAS wants to ensure all members are aware of their rights.

The new GDPR provides the following rights for individuals:

### **Your right to be informed**

CLAS processes and retains members' data for administration and mailing purposes only. Data retained is that provided in the membership application, i.e. contact details, level of skill where provided.

This data will be kept in our database for the duration of an individual's membership and will be used in accordance with the contract fulfilment criteria of the GDPR act.

As and when the membership expires all data is automatically deleted from our records.

We do not sell members' data. We only share data with a third party such as a mailing company when required, and only where such a company adheres to the GDPR.

CLAS does not retain payment/bank details. Bank details for payments made to members or suppliers by Bank Transfer are held on the XERO secure payment platform.

Members' data is stored both in electronic and in paper format. Access to this data is restricted to a select number of Management Committee members.

### **Your right of access**

Members have the right to obtain access to their personal data and receive confirmation how their data is being processed. Email the CLAS Membership Secretary to find out what data we hold.

### **Your right to rectification**

When a member's data changes, is incorrect or is incomplete (ex. change of address, becoming a tutor) they should contact the CLAS Membership Secretary as soon as possible and provide the correct information in writing.

### **Your right to erasure**

If at any time a member wishes for their data to be erased, they must do so in writing, stating which data they wish to be erased. Please note that erasure of contact details will result in the inability of CLAS to send The Edge magazine, CLAS News and any other Society notification, including membership renewal.

### **Your right to restrict processing**

A member can limit the way that CLAS uses their data. This is an alternative to requesting the erasure of their data. It means that CLAS will retain the member's data but will not use it. Restricting the use of contact details may result in the inability of CLAS to send The Edge magazine, CLAS News and any other Society notification, including membership renewal.

**The right to data portability**

A member has the right to obtain and reuse their personal data as held by CLAS for their own purposes. Upon request CLAS can provide this information as a CSV file.

**The right to object**

CLAS will always ask for explicit individual permission to use a member's data (usually only name, email address and/or website) for direct promotion purposes (for example to publicise an upcoming or past exhibition). A member can object to their data being used in any way they do not wish for it to be used.

**Rights in relation to automated decision-making and profiling**

CLAS does not use any data or information for profiling/automated decision-making.

**For more information**

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Please contact [chairman@clas.co.uk](mailto:chairman@clas.co.uk) if you have any questions regarding this.

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