

Maidenhead Painting Club – Data Protection Policy

1. MAIDENHEAD PAINTING CLUB – Policy Objectives

- Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data. We are committed to:
- Ensuring that we comply with the eight data protection principles, in the main document.
- Meeting our legal obligations as laid down by the General Data Protection Act 2018
- Ensuring that data is collected and used fairly and lawfully
- Processing personal data only in order to meet our Club needs or fulfil legal requirements
- Taking steps to ensure that personal data is up to date and accurate
- Establishing appropriate retention periods for personal data
- Ensuring that data subjects' rights can be appropriately exercised
- Providing adequate security measures to protect personal data
- Ensuring that nominated Hon. Committee Members are responsible for data protection compliance and provides a point of contact for all data protection issues for MPC
- Ensuring that all Committee members are made aware of good practice in data protection
- Ensuring that everyone handling personal data knows where to find further guidance
Ensuring that queries about data protection, internal and external to the club, are dealt with effectively and promptly
- Regularly reviewing data protection procedures and guidelines within the club

2. MPC- Policy Statement 2020

Maidenhead Painting Club (MPC) will use your personal data for the purposes of your involvement in club activities. You as Member understand that by submitting your application form you are consenting to receiving information about the club by email, text, online and mobile phone. Your data will not be shared with any third party and the principles of the General Data Protection Act 2018 Act will be adhered to.

Data will be shared with the MPC Committee to meet membership requirements. MPC will use personal data only for the purpose of your involvement in Art Club activities. You the member understand that by submitting this form, you are consenting to receiving information from the MPC about club activities, including: classes, workshops, social events, art demonstrations, talks, summer sketching and painting, external outings, by email, via website, newsletter, mobile phone and other media unless stated otherwise.

The Club Treasurer will receive any fee payments by cheque for transfer into the MPC Club Account. Members and new applicants will need to confirm their full name as recorded on their Cheques. The Club recommend payment is made by Bank Transfer. No records will be retained of your payment details or accounts once payments have been transferred to the Club.

3. MPC Data Protection Statement (short version for activities)

“MPC will use your personal data for club administration. You consent to receiving information about the club by email, text, online or mobile phone. Your data will not be shared with any third party and the principles of the General Data Protection Act 2018 Act will be adhered to.”

4. Appendix - Frequently Asked Questions:

1. What is MMS?

Multimedia Messaging Service (MMS) is a standard way to send messages that include multimedia content to and from a mobile phone over a cellular network. Users and providers may refer to such a message as a PXT, a picture message, or a multimedia message. The MMS standard extends the core SMS (Short Message Service) capability, allowing the exchange of text messages greater than 160 characters in length. Unlike text-only SMS, MMS can deliver a variety of media, including up to forty seconds of video, one image, a slideshow of multiple images, or audio. The first MMS capable phones were introduced around 2002 in conjunction with the first GSM network.

2. Why do members need to provide “In Case of Emergency (ICE) contacts”?

The Committee will ask all members to provide a nominated ICE contact Mobile number ~~if~~ if they have any underlying medical conditions or disabilities that might cause them harm. This might be their next of kin, partner etc. We recommend members carry **ICE cards** to assist Class, Workshop or Event Leads. The MPC do not require ICE details for any “short term” injury or medical condition. The Club have a “duty of care” to assist members.

3. Why do the MPC need to collate disability data?

The MPC have a “duty of care” to know if any members have a disability (not all disabilities are obvious) We need to manage the potential risks involved specifically for outdoor sketching, trips to exhibitions and any classes, workshops or events where the risks might impact on members. Committee Members or Volunteer Leads may request this information for a specific event. This data will only be retained with members’ permission and reviewed annually.

4. Why do MPC have more than one Data Controller?

MPC Executive Committee share the Data Controller’s responsibilities to separate and manage key club data for specific club activities. Responsible for reviewing and reporting each Quarter

No	Executive Committee	Data Protection Roles	Specific Data - Managed
1	Membership Secretary	Data Controller Lead	Master Membership Database
2	Secretary	Gateway Controller	Communications – email etc
3	Treasurer	Finance, SAA Insurance	Bank Account – payments received and made to cover costs
4	Chairman	Backup – for above roles	DP Policy – overview

5. Why do MPC have more than one Data Processor?

MPC Executive co-opted one Volunteer Member to Co-ordinate and Lead Norden Farm Classes and Workshops. As such this member processes specific data on behalf of the Membership Secretary and Treasurer. This includes processing members' data to cover each term's bookings and a waiting list to substitute absences. At St Joseph's Church (SJs) two Committee Members help Administer weekly fee collection on behalf of the Treasurer. Responsible for informing Executive Committee including Treasurer and Membership Secretary and Chairman each quarter.

Three Committee Members process membership data on behalf of the Executive Team (1,2+3). Item 2+3 Applications for Outdoor Activities, Trips and Sketching will need to process "Sensitive Data" only for Trips, Outings and Summer Sketching.

No	Volunteer Members	Data Protection Role	Specific Data – Processed
1	SJs Administration	Data Process SJs Members only	Fees Received / Medical / Disability / ICE information to assist in any emergencies.
2	Outings / Exhibitions	Data Process attendee's information only	Medical / Disability / ICE information to assist in any emergencies.
3	Outdoor Sketching	Data Process attendee's information only	Medical / Disability / ICE information to assist in any emergencies
4	Norden Farm Lead Co-ordinator	Data Process NF Members only	NF Members requests to attend classes and workshops.
5	Exhibition Venues	Data Process venue, information only	Art Exhibition works of art, applications, sales
6	Portrait Group	Data Process attendee's information only	Members, Models and external venues
7	Ideas Group	Data Process attendee's information only	Members / ICE contacts

Four Volunteer "non committee" members process specific data on behalf of the Data Controller to provide various activities. Item 2+3 Applications for Outdoor Activities, Trips and Sketching will need to process "Sensitive Data" only for Trips, Outings / Summer Sketching. Item 6 Portrait Group process data on Models / Members. Item 7. Ideas Group ICE contact card.

6. What do MPC do to manage financial data?

MPC do not retain members' bank details. Where such data is provided it is deleted after payment is made, i.e. for a refund or purchase for MPC.

The Treasurer does not receive cheques for annual subscriptions or for NF Term Charges and is only concerned with payments into MPC's Bank Account. Cheques are received by the Membership Secretary / SJs Administrator or NF Co-ordinator who bank them and record the member's payment. The Treasurer will advise which members have paid by bank transfer.

****Note:** We recommend SJs Administrator, NF Coordinator only save Name, Payment and which Class or Workshops. Ditto Portrait / ideas Group. Only the Membership Secretary-Data Controller should hold the master database.

7. What is the MPC Retention Policy?

The Membership Secretary has a document that details what personal data he/she collects and how long he/she holds it. At the end of the retention period, he/she will arrange to securely destroy the data by shredding it.

The Membership Secretary annually checks the personal data the Club holds to make sure everything has been deleted at the end of its retention period (November each year).]