



# DATA PROTECTION POLICY

## THE PERSONAL INFORMATION WE HOLD AND HOW WE USE IT

South Downs Film Makers (SDFM) is established with the objects set out in its Constitution, to serve the interests of its members. SDFM is a data controller within the UK.

The personal information referred to in this Policy includes name, title, email address, postal address, telephone number, links to personal websites, records of entries to competitions and results, films and their titles, photos, and such other information as may be necessary for the effective management of the legitimate interests of SDFM.

Speakers, suppliers, and members (reclaiming expenses incurred on behalf of the Society) who wish to be paid electronically will need to provide bank account details to the treasurer to enable arrangements to be made with the Bank.

SDFM collects and uses personal data for the following purposes:

1. General management of SDFM, such as:
  - dissemination of information via email,
  - maintaining the Society website, promotion and advertising of Society events, running Society meetings and groups.
2. The Yearly Programme of Events may contain names of lecturers - some of whom may be club members.
3. Scheduled events are freely available on the SDFM website for members of the public to view.
4. Contact details will be made available to members of the Committee in pursuance of their duties. SDFM members details will be distributed to members only with the agreement of the members. Consent forms must be filled in by all members detailing that they are happy to share.
5. Films, titles and awards for entries used in competitions and exhibitions. These may be used for publicity and promotion of the Society.
6. 6. Personal data shall not be used for any purposes other than those stated above.

### Data Retention

1. Member's contact data held by the club will be destroyed when the member leaves SDFM or at the beginning of the next club year.

2. Judge and speaker contact details or contact details of other Societies and organisations are normally held indefinitely or until it is requested to be deleted by the individual or organisation.
3. General business records will normally be held for 6 years after the end of the financial year to which they relate.
4. SDFM may retain historical archives indefinitely, for example but not limited to, films, records of meetings, awards and other event results including photographic images.

## **HOW WE STORE YOUR INFORMATION**

SDFM shall regularly review the data held and the length of time it is held for and maintain procedures in line with the general requirements of the GDPR for organisations of this type.

Measures shall include identifying all data held (Data Audit), production of DPIAs (Data Protection Impact Assessments) for sensitive data and training of club officers in the handling of sensitive data.

General membership data is held by individual SDFM officers such as the Chair, Secretary and Treasurer in private databases or paper records to perform their jobs. DPIAs and other guidance ensures this data is properly managed in accordance with identified risks.

## **YOUR RIGHT OF ACCESS TO THE DATA WE HOLD**

Any person wishing to verify the information held on them by SDFM, or who can correct or update that information, may apply to the club secretary.

## **HOW WE DEAL WITH A BREACH OF SECURITY**

If we suspect a breach of security, we shall take steps to inform the individuals affected in a reasonable time and review our procedures to see if steps can be taken to improve our data

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