



ARTS General Data Protection Policy Document

1 Who we are

When we quote ARTS, we are referring to the *Association of Reunited Thames Staff*. We do not share your information with any other association that we may be directly or indirectly aligned with.

2 Data Protection Officer

Our Data Protection Officer oversees how we collect, use and protect your information to insure your rights are fulfilled. You can contact our Data Protection Officer at DPO@arts-tv.org.uk or by writing to ARTS DPO, Ford House, Ashford, TW15 2RF.

3 How we collect information about you

We collect information about you when you apply for membership to the Association of Reunited Thames Staff. We also collect information about you when you apply for an ARTS organised event or holiday.

4 How we keep your information safe

We are investing in an on-line membership programme which will hold and protect all the personal data with security measures, under the laws that apply. Officers, Committee Members, Helpers or previous members of the committee will be required to confirm that they have removed **ALL ARTS MEMBERSHIP DATA** from their personal computers and destroyed any paper records. The new Membership Data programme will be restricted to Officers of the Association via individual password controlled access.

5 How long we keep your information

We will keep your information only as long as you are a member of ARTS. Any information held by a committee member whilst organising an event or holiday will be deleted once the event or holiday has been completed.

6 Meeting our legal and regulatory obligations

We will keep the records up to date as long as you provide us with correct information, and delete it once we no longer need it.

7 Consent

We need your consent to use your personal information. For existing members this consent was requested when you applied for membership. For new members this is requested on the Membership Application form.

8 How we use your information

We use information about you to:-
Provide information about upcoming events or meetings by email or post.
Produce and distribute our quarterly AQ magazine.
Provide information to third parties regarding ARTS attendees on events or holidays.

9 Your information and third parties

We will never disclose your information to a third party (or other ARTS member or ex-colleague) without your express permission.

We will provide information to third parties for ARTS events and holiday. For example:-

- To provide a list of names of those attending an event, if required.
- To provide a list of names to a Travel Agent of those attending an organised holiday.
- To provide a list of hotel booking requirements for holidays.
- To provide passport details to airlines to meet all legal travel requirements.
- To provide a list of names of those requiring insurance by a Travel Agent.

10 Your personal information rights

Accessing your personal information. You can ask for a copy of your personal information.

Updating and correcting your personal information. You can update and correct your information at any time.

Making a complaint. If you have a complaint, please contact the Data Protection Officer at dpo@arts-tv.org.uk