



## ARTS Data Protection Policy

### 1. **Who we are**

When we use the abbreviation *ARTS*, we are referring to the ***Association of Reunited Thames Staff***.

### 2. **Data Protection Officer**

Our Data Protection Officer oversees how we collect, use, and protect your information to ensure your rights are fulfilled. You can contact our Data Protection Officer by email at [dpo@arts-tv.org.uk](mailto:dpo@arts-tv.org.uk).

### 3. **Consent**

By joining ARTS, you consent to our use of the personal data that you supply to us, for the purpose of providing a service to you as a member, and for maintaining contact with you after you cease to be a member. You also consent to our use of some of the data for statistical analysis.

### 4. **How we collect information about you**

We collect information from you when you apply for membership of ARTS, and when you update that information. We also collect other information about you when you apply to participate in ARTS organised events or holidays.

### 5. **Keeping your information**

We will keep your information while you are a member of ARTS. We will also keep your information after you cease to be a member of ARTS, for the purpose of maintaining contact with you, and for statistical analysis. When you cease to be a member of ARTS, we will, upon request, delete all information that identifies you.

### 6. **Security of your data**

We will endeavour to keep your information secure on computers by encrypting files as we deem necessary, and by deleting all files when they are no longer needed.

We will endeavour to securely destroy all redundant paper copies of files containing personal data.

### 7. **How we use your information**

We use your data to:

- Provide you with information about upcoming events or meetings by email or post.
- Produce and distribute our publications to you by email or post.

### 8. **Sharing your information**

We do not share your information with other organisations except where that is necessary for us to be able to provide our service to you. For example, in the case of external event organisers or travel companies, we may need to provide:

- A list of names of those attending an event.
- A list of names to a travel agent of those attending an organised holiday.
- A list of hotel booking requirements for a holiday.
- Passport details to airlines to meet all legal travel requirements.
- A list of names of those requiring insurance by a travel agent.

### 9. **Accessing your personal information**

You (or your legal representative) can ask for a copy of your personal information at any time, whether you are a current member or have ceased to be a member. You can update and correct your information at any time.

### 10. **Making a complaint**

If you have a complaint, please contact our Data Protection Officer at [dpo@arts-tv.org.uk](mailto:dpo@arts-tv.org.uk).