

GDRP and Privacy Policy KAOS Data Protection Notice

Introduction

This notice is for all members and followers of KAOS. It applies to the processing of your personal data by KAOS.

Who is responsible for your personal data

The appointed data controller for Kingston Artists Open Studios who can be contacted by email at any time: data-protection@kingstonartistsopenstudios.co.uk

How we protect your personal data

We use technical measures such as encryption and password protection to protect your data and the systems they are held in. We also use operational measures to protect the data, for example by limiting the number of people who have access to your personal data.

We keep these security measures under review and refer to industry security standards to keep up to date with current best practice.

What data we collect from you

KAOS only holds the following data on its members:

Your name, address, email address and telephone number

Why we collect your data

The legal bases on which your personal data are:

1. The legitimate interests of KAOS as a not for profit membership organisation; and
2. The fulfilment of obligations when taking part in any associated activity organised by KAOS ie Open Studios, Exhibitions etc

How we use your personal data

I. Use of your data during your application to become a member of KAOS

As a potential member of KAOS, you consent to the processing, retention and sharing of your personal data for the purpose of assessing your membership application and any other associated applications administered by KAOS – (ie Open Studios, Exhibitions etc)

You can withdraw your consent and request erasure of your data at any time prior to your acceptance by notifying the Data Controller you wish to cancel your application.

II. Use of your data after you become a Member

As a member your data will be processed, retained and shared for any reasonable purposes required by the activities of KAOS. These purposes include, but are not limited to, the following purposes:

1. Assessing any membership applications, you make;
2. Registering you as a member of KAOS;
3. Receiving communications to which you are entitled as a member of KAOS;
4. Recording the progress of your applications and involvement in KAOS activities

How we work with third parties

We do not sell or make available your personal data to third parties, the only circumstances when this may be necessary would be for Open Studios or your participation in an exhibition for which your prior consent will be obtained

How to manage your communications from KAOS

You may stop your data from being used by KAOS at any time by contacting the Data Controller via email: data-protection@kingstonartistsopenstudios.co.uk or by writing to The Data Controller c/o 102 Norbiton Avenue KT1

Please contact our data protection officer by email or post if you wish to:

1. Object to KAOS processing your data;
2. Request access to your data; or
3. Request rectification of your data.

How long we keep your data

We only keep your data only for as long as we need it. How long we need data depends on what we are using it for, as described above.

We will actively review the personal data we hold and when there is no longer a need for us to hold it, we will either delete it securely or in some cases anonymise it.

We aim to destroy any paper copies of your personal data as soon as they have served their purpose (e.g., once information has been entered into a system). In the cases where we need to keep paper copies for longer, we ensure that they are stored securely and access is limited.