

## **Maidstone Film Society - General Data Protection Regulation 2016/679 (GDPR). GDPR 01/18 V1.0**

### **Important information for members**

**What information do we collect and keep?** Each season we collect and keep your name, electronic and postal address, your telephone number, your contact preferences (ie acceptance of the information on this sheet) and how much you have paid for your membership. We do not collect anything else.

**Why do we keep it and what will we use it for?** Information provided by members of the Maidstone Film Society (including temporary members) is used by the Society to maintain the database of members and to inform decisions on the legitimate activities of the Society such as future membership subscription rates and related matters and for notifying members of changes to published screenings and other events. We also use it for direct marketing regarding the activities of the Society. The information is held in both electronic and manual formats. We do not share it with any other organisation or individual. The legitimate activities include anything to do with the running of a Film Society.

**How long will we keep the information?** Information provided to the Society is held by us from the date the information is provided during any one season up to and including the date of the last film or the AGM of the following season. After that date the information will be erased or made anonymous in order not to identify specific individuals.

**Can I see a copy of the information held by the Society?** Members are entitled to receive the specific information held by the Society relating to themselves. See Contact details below.

**How can I get my information amended (if incorrect) or removed from your records?** You can email or write to us and we will amend or remove it. You also have the right to not have your information processed in any way other than for the legitimate activities of the Society or for the direct marketing of Society's activities. See Contact details below

**How long does the information on this document last for?** This information sheet will remain valid until a new version is issued or you are no longer a member of Maidstone Film Society (ie no request to join the Society is received during a season or a request to cancel the membership is made by either the Society or the individual concerned).

**How do I let the Society know that I am content for the Society to use my information in the manner described?** You can tick the statement relating to GDPR on the current season's membership application or verbally tell a committee member when joining the Society (including for temporary membership). This information will be noted in our records. Don't forget all members in your membership category must add their names.

**Contact Details:** Any correspondence relating to either the general policy of the Society's implementation of the General Data Protection Regulation 2016/679 or the specific membership information of an individual member must be forwarded to the current General Secretary of the Society. Current contact address: Maidstone Film Society, c/o 386 Lunsford Lane, Maidstone ME20 6HX. Alternatively e-mail to [maidstone-film-society@outlook.com](mailto:maidstone-film-society@outlook.com)

**If you are content with the information above, please tick the statements on your Membership application or verbally inform a Committee Member of your agreement when joining the Society.**

#### **Statement 1**

( ) I/We\* agree to Maidstone Film Society using information provided to them by me/us\* in the pursuit of the legitimate activities of the Society. I am aware that this information can be amended or erased upon request. (*\*please delete as appropriate*)

#### **Statement 2**

( ) I/We\* agree to Maidstone Film Society sending me/us\* direct marketing relating solely to the activities of the Society. This may be either electronically or by post. I am aware that this can be amended or erased on request. (*\*please delete as appropriate*)