

PRIVACY STATEMENT

The London Region Arts Club (“LRAC”) is committed to protecting your privacy and being transparent about what personal information we hold about you.

LRAC commits to the key data protection principles under the General Data Protection Regulation, which requires that personal data shall be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Accurate and, where necessary, kept up to date;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- Processed in a manner that ensures appropriate security of the personal data.

The purpose of this statement is to give you a clear explanation about how we uphold these principles in our data collection and processing. It was last updated on 25th May 2018.

Who We Are:

We are the London Region Arts Club, known as LRAC

Why We Collect Data:

We need it to administer our membership scheme and manage the events we run.

How We Collect Data:

The Data is collected when you sign up and register for an account on our website – www.lrac.co.uk – fill in website forms, register for events on Eventbrite or sign up to our email subscription services via MailChimp.

The personal information we may collect includes:

Your name

Email address

Postal address

Telephone number(s) (optional)

Your Open University student ID.

Whether or not you would like to subscribe to our newsletter.

Our Legal Bases For Data Processing

The legal bases under which we may process your data are:

Email communications

We use our legitimate organisational interest as the legal basis for communications by email. Our email communications contain news about LRAC events (which may include study sessions and tours) and notifications of our General Meetings. You will receive our email newsletter if you have opted to receive this when you joined, registered for an event or subscribed direct.

Postal communications

We use our legitimate organisational interest as the legal basis for communications by post. The majority of our communications are via email but we may occasionally send information by post. You may object to receiving these at any time using the contact details provided with every postal mailing you receive.

How to opt out of receiving our communications

If you wish to opt out of hearing from us, you may do so at any time by emailing enquiries@lrac.co.uk or unsubscribing from our newsletter via Mailchimp.

Third Parties

If you register for an event, we will send your name to the tutor or guide running the event, and the institution hosting the event. Your information may also be collected, passed and/or held by the following third parties if you have opted in to permit us to do this or you have registered directly with any or all of the entities below:

Mailchimp – www.mailchimp.com

Eventbrite – www.eventbrite.co.uk

Information Retention

The personal data collected by the LRAC is evaluated periodically to determine whether it is current and still needs to be held.

Security Of Your Personal Information

We take all reasonable steps to protect your personal information and your details are never passed to anyone other than those listed under Third Parties.

Your Rights

You have the right to be informed about what personal information we hold about you, and request details of your personal data held by LRAC. To request all information held see the Contact Us details section. We will respond to you within 10 working days of the date on which you contact us.

Last updated: 25 May 2018