

Berwick Film Society - Data Protection Policy

Purpose –The purpose of this policy is to show how BFS will collect, store and use the personal data it holds, in order to comply with the principles of General Data Protection Regulation (GDPR). Personal data is information that relates to identifiable living individuals

Collection of personal data - BFS collects certain personal data on people who subscribe annually for its films or who ask to be put on the mailing list. This data may comprise name, address, email address, and telephone number, in addition to subscription records. This information may be held on paper or electronically on trustee or volunteer home computers. All data held by BFS trustees or volunteers in electronic form is password protected. BFS will follow procedures to ensure that all trustees or volunteers who have access to any personal data held by BFS are fully aware of their duties under the GDPR.

Use of personal data - BFS will only use personal data for the purposes for which it is provided or for purposes to which subjects have consented, for example sending reminder monthly mailings or occasional notices. We do not allow third parties to access any personal data we hold.

Consent to hold personal data - With effect from May 25 2018, BFS will only hold personal data if the subject has given express consent, or purchased a Season Pass, or provided us with the information to support any other BFS activity, e.g. volunteering, supplying a service.

If any person does not wish BFS to hold personal data, they should inform BFS.

Access to, deletion and correction of personal data - We will supply, on request from the subject, a copy of the personal data we hold. Should a subject discover inaccuracies in personal information, they should notify us and we will correct our records. Should a subject wish us to delete their personal data they should notify us.

In all cases above or if more information on this policy is needed we can be contacted in one of the following ways, giving name and address:

by email to: info@berwickfilmsociety.co.uk

or write to: BFS, 79 Main Street, Spittal, Berwick-upon-Tweed TD15 1RD

Data Protection Policy Review - We keep our policy under review. This policy was last updated on 1st April 2018.

Links to other websites - Our website may occasionally contain links to other websites for which BFS do not accept any responsibility or liability. If users follow a link to any of these websites, they should check the privacy policies of those websites before submitting any personal data to them.