

Octagon Films' Data Protection Policy

(Charity Number: 1133139)

Introduction

The General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and came into effect on the 25 May 2018 It replaced the 1998 Data Protection Act.

This regulation is intended to strengthen and unify data protection for all individuals. This requires certain policies to be adhered to by organisations with regard to the processing and circulation of individual's information. As a consequence, this will make it easier for individuals to understand how their data is being used and to give them greater control over its use.

Definitions

- **“Personal data”**: This means information about an individual, from which that individual is either directly identified or can be identified. It **does not** include ‘anonymous data’ (i.e., information where the identity of individual has been permanently removed). However, it **does** include ‘indirect identifiers’ or ‘pseudonymous data’ (i.e., information which alone doesn't identify an individual but, when combined with certain additional and reasonably accessible information, could be attributed to a particular person).
- **“Processing”** or **“process”**: This means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
- **“Data Controller”**: This means the entity that determines the purposes and means of processing of personal data. Operators will be data controllers in respect of customer/member personal data and employees/volunteers' personal data that they process.
- **“Data Processor”**: This means an entity that processes personal data on behalf of the data controller. An operator's service providers (this includes, payment processors ticket sales platform providers etc.) will be data processors where they process any of the operator's customers'/members' personal data or employees'/volunteers' personal data in connection with the provision of those services.

The Legal Basis For Processing Individual's Data

Like all other organisations that recognise their responsibility to comply with The GDPR, Octagon must have a lawful basis in order to process personal data. There are six lawful bases under GDPR but as a membership based organisation, the most appropriate for processing individual's data is through *legitimate interest*. The reasons that it has chosen to operate on this basis are:

- the processing is not required by law but is of a clear benefit to Octagon and its members;
- there's a limited privacy impact on the member;
- A member would reasonably expect Octagon to use their data for Octagon to provide them with information related to its purpose; and
- Octagon does not want to bother its members with disruptive consent requests when they are unlikely to object to the processing.

There will be occasions when we ask members to give clear consent for Octagon to process their personal data. These would include:

- bank account details where the member elects to pay their subscription by Direct Debit and/or receive refunds or expenses (primarily relates to Octagon's volunteers) by bank transfer.
- The personal details of Octagon's Trustees and Volunteers that are published on Octagon's website, in event programmes, membership forms and other publicity material that may be published from time to time.

Octagon is a 'Not for Profit' Organisation, as it is a charity. Any profit that it makes is for its own purposes and is not used to enrich individuals. Accordingly, it is exempt from a requirement to appoint a Data Protection Officer and it also does not have to register with The Information Commissioner's Office (ICO). This is conditional on Octagon:

- only processing information necessary to establish or maintain membership or support;
- only processing information necessary to provide or administer activities for people who are members of Octagon or have regular contact with it;
- only sharing the information with people and organisations necessary to carry out the organisation's activities
- only keeping the information while the individual is a member or supporter or as long as necessary for member/supporter administration.

The Controller Of Your Information

Octagon is the Data Controller of all data that it collects and processes. Octagon can be contacted at:

Octagon Films,
c/o 5, Welham Road,
Great Bowden,
Market Harborough, LE16 7HS
e-mail: info@octagonfilms.org.uk

Some data is processed by external organisations including, Quinn's Book Shop, Ticketsource, Mailchimp, Survey Monkey, Nat West Bank and, in the future, Gocardless (for the processing of direct debits), in providing services to Octagon and for no other purpose.

Octagon's Trustees are responsible for ensuring that Octagon's members and volunteers will follow the eight data protection principles when dealing with personal data as set out below:

- Personal data shall be processed fairly and lawfully
- Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- Personal data shall be processed in accordance with the rights of data subjects under The GDPR.
- The data will be kept securely.
- Personal data shall not be transferred to a country or territory outside the EU, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

The Purpose Of Processing Personal Data About You

Octagon will only use your information to establish or maintain your membership and will only process your data to provide information relating to its activities and to contribute towards its sustainability (assuming that this is the wish of members). This includes:

- The circulation of film and live broadcast programmes.
- Information about special events.
- At the appropriate time, a reminder that your membership is due to expire together with an invitation to renew.
- Provision of information about General Meetings.
- The occasional survey of Octagon's members, ex-members and/or patrons in order to help provide information that will help to improve its services. The purpose of a particular survey will be made clear to participants. The resulting results from the survey will not identify individuals.
- The issuing of rotas for volunteers including Front of House and Projectionist duties
- Contact details of members who volunteer for a role will be passed on to the relevant coordinator.
- Occasional request for new volunteers will be made
- Contact details of volunteers and trustees occupying certain roles in the Society need to be published on Octagon's website and other documents which are available to the public. In these situations, the consent of the individuals will be sought.

What Personal Information Does Octagon Collect About You?

- Your name(s) address, telephone numbers, e-mail address, type of membership, dates of joining and leaving.
- Bank account details when the member has elected to pay their subscription by Direct Debit and/or to receive payment of expenses by bank transfer.
- Election for Gift Aid, to comply with the legal obligation to provide HMRC identifying data of those so electing.

Collecting, Storing and Processing Members' and Non-members' Data

The membership database is held on two password-protected computers by the Membership Secretary, the Chair and as a backup on Google Drive. The database is only accessible to the Membership Secretary, The Chair, The Front of House Coordinator and the Services Manager. Bank details are not retained in computer form except by Gocardless to process Direct Debits (in the future), and by Octagon's Bank in order to pay expenses. Original membership applications are only held as long as it takes to process the applications and Direct Debit/Gift Aid forms are held in paper form under lock and key by the Membership Secretary. It is necessary for the public to have a means of contacting the Society to obtain information. To this end, contact details for members occupying certain official roles in the Society are published on the membership application form and on its website. Some individuals may feel that the publication of contact details creates a risk to their privacy, their consent is, therefore, sought in each case and Octagon does not rely on legitimate interest as a lawful basis for that use of data.

No personal data about any member is provided to any other party for any other purpose except with the individual's consent.

With regard to collecting and processing non-member's and members' data, who purchase tickets for events 'on-line', will have their names and contact details stored, on behalf of Octagon, by Ticketsource. This data may be used to communicate with ticket holders, for example, about the cancellation of an event.

Personal data about individuals, and the representatives of organisations, with whom the Society has or is considering having a contractual relationship are held by the Chair and Treasurer in order to manage these contracts. Such data is retained for at least 7 years in accordance with accounting requirements.

Your Information Rights

You have rights in relation to the personal information that we hold about you. You have the right to:

- Make a request to have your personal information corrected if it's inaccurate and completed if it's incomplete.
- Request the restriction of the processing of your data.
- Request to have your data erased.
- Request access to your information and to obtain information about how we process it.
- Object to the processing of your information

You can exercise all of these rights free of charge by using our contact details which are set out above.

Queries and Further Information

If you want further information about what we do with your information and what your rights are, please contact Octagon using the contact details above. If you have concerns about the way we handle your personal information, you can contact the Information Commissioner's Office or raise a complaint by calling its helpline on 0303 123 1113 or by visiting: www.ico.org.uk/concerns.