

Pre-Raphaelite Society (PRS) Data Protection Policy

May 2018

Who we are

The Pre-Raphaelite Society (PRS) is a charitable organisation (Registered Charity No. 1095111) and we endeavour to comply with the principles of the Data Protection Act (DPA) 1998, and the General Data Protection Regulation (GDPR) of May 2018.

In this policy whenever you see the terms 'We', 'Us' or 'Our' it refers to The Pre-Raphaelite Society.

Information we collect from members of the PRS

Personal data collected by us will only be used for: administration of membership, communication of information and organisation of events specifically within and related to the Pre-Raphaelite Society. The personal information we collect from new and renewing members of the PRS includes:

- Your name including title
- Postal address
- Email address
- Phone number
- A record of any correspondence you send to us
- Details of any transactions you carry out via our website
- Records of membership fees paid to the PRS
- Records of any donations to the PRS
- UK tax payer status

How this information is used

- To fulfil your membership with the PRS
- To process your membership with the PRS
- To process membership fees, event payments and any donation to the PRS
- To send you copies of our publications
- To send you information about the PRS, our events, lectures, trips, visits, book offers, exhibitions, etc.
- To claim Gift Aid income tax reimbursement from H.M. Inland Revenue where a member has the appropriate UK tax payer status

Sharing your information

- Your personal data will not be shared with any Third Party organisation. If, at any time, you want to update or amend your personal data, you can do so by writing to or emailing the Pre-Raphaelite Membership Secretary at **membershipprsoc@gmail.com**

Payment information

As well as accepting cheques and cash, we also use PayPal for processing membership fees and donations. See Paypal's privacy policy by clicking on this link:

<https://www.paypal.com/uk/webapps/mpp/ua/privacy-full>

Access to your Information and correction

- You may request a copy of the data we hold about you.
- If, at any time, you want to update or amend your personal data, you can do so by writing to or emailing the Pre-Raphaelite Membership Secretary at **membershipprsoc@gmail.com**
- We will keep your information only for as long as we need it to provide you with your membership of the PRS.
- Both paper and electronic records will be shredded/deleted when you leave the Pre-Raphaelite Society.

How we store and keep data

We take all reasonable steps to ensure your data is kept secure. We hold personal data in electronic and paper form.

Profiling

We do not carry out profiling.

Changes to our Privacy Notice

We regularly review this Data Protection Policy. The latest version will be available on our website **www.pre-raphaelitesociety.org** This notice was last updated on 23 May 2018.

By providing personal data on our Membership/Membership Renewal Forms you consent to this, our Data Protection Policy, and our stated use of your personal data.
