

# Octagon Films' Members' Privacy Notice

(Charity Number: 1133139)

## 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 processing of personal data is governed by The General Data Protection Regulation (GDPR) (EU) 2016/679

Octagon is the Data Controller of all data that it collects and processes about you. 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.

## What Personal Information Does Octagon Collect About You?

- Your name postal address, telephone numbers, e-mail address, type of membership, membership number (provided by Octagon), current subscription amount, dates of joining and leaving.
- If you have an Adult, Family or Young Person's membership, we will also hold the identity of any other person involved in that membership.
- 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.

Octagon does not hold or process 'sensitive' data such as race, religion, age or health.

## 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 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.

## 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](http://www.ico.org.uk/concerns).