

Octagon Films' Trustees' & Volunteers' Privacy Notice

(Charity Number: 1133139)

Confidentiality, Data Protection And Privacy

The General Data Protection Regulation (GDPR) came into force on 25 May 2018. Data protection policy statements and privacy notices have been published on the website, as required.

Accordingly, during your time as a trustee and/or volunteer at Octagon Films, you will have access to and may be entrusted with personal data or information that is or may be sensitive or confidential.

You must not disclose personal data or confidential information except:

- Where required in the proper course of your duties in line with Octagon's procedures and policies; or
- Where disclosure is permitted under the Public Interest Disclosure Act 1998.

Apart from the circumstances outlined above, you must not disclose to any person or make use of or permit to be used in any way any personal data, trade secret or any other confidential information received or made by you with regard to:

- Any business or activity carried out by Octagon Films;
- Any plans or proposals regarding any business or activity to be carried out by Octagon Films;
- The personal data, finances or transactions of patrons or members of Octagon Films;
- The personal data, business or activities of any persons who supply Octagon Films with goods or services..

These restrictions apply during the time you are engaged as a trustee/ volunteer at Octagon Films and at any time after your engagement comes to an end.

They will not apply to any matter, which becomes public knowledge through no fault of your own.

All personal data, documents and information (in any format) that come into your possession, or are produced by you in the course of or in connection with your involvement with Octagon Films are the property of Octagon Films and must be processed, stored and disposed of as per Octagon Films's **Data Protection, Privacy and Retention Policy** in order to comply with the General Data Protection Regulation GDPR (Regulation (EU) 2016/679) and UK Data Protection laws.

Your Personal Data

Octagon Films needs to obtain, store, use and disclose personal information about you in connection with your engagement as a trustee and/or a volunteer at Octagon Films i.e. to remain in contact with you, share information and process any expenses claims.

By accepting a trusteeship and/or a volunteer position you agree that Octagon Films will hold and process your personal data for the purpose of communications, reimbursement of expenses and other operational needs.

It may arise that you are photographed at an event for publicity purposes, or for our website. For certain trustees/volunteers, contact details are published on our website, on our membership application forms, event programmes and on our membership cards. In these situations, your express consent would be sought for your image/contact details to be published in this way.

By agreeing to becoming a trustee/ volunteer at Octagon Films you agree that Octagon Films may disclose relevant personal data to other trustees and volunteers, or any third parties involved in the administration of its activities as may be required.

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

If you would like further information about this or how to access your personal data held by Octagon Films please contact Peter Mitchell on info@octagonfilms.org.uk.

This statement forms part of your trustee and/or volunteer agreement with Octagon Films.

I hereby understand my rights and responsibilities under GDPR in connection with my role as a trustee and/or volunteer with Octagon Films and I am giving my consent to the use of my personal data in the ways outlined above.

Name:
(signature)

Name:
(print)

Date: