

AMA Privacy Policy 23 May 2018.

WEBSITE

AMA is committed to protecting the personal information of visitors to our website and of our members. Users of our website can visit the site without revealing their identity or providing information about themselves. Members are listed, by name only, on our website. Personal data artists/members, on our site, is given voluntarily by the members concerned to promote their work and practice. It can be removed at any time, following a written request to the Committee of AMA. It will also be removed if and when a member discontinues their membership.

FINANCIAL INFORMATION

The Treasurer keeps a record of payment of subscriptions and other items, such as exhibition submission fees, to AMA. These will be kept for six full years, in accordance with accepted practice for financial records. They are stored in an electronic format by the Treasurer, who has sole access.

Members are asked to supply bank account details as part of submitting work for exhibitions. This is to allow members who sell work through AMA to be paid promptly and efficiently. Any member who sells work will become one of our payees, set up on our bank account for future use. This record will be deleted if and when the member discontinues membership or on request. Unused submission records will be destroyed once the administration for an exhibition is complete.

MEMBERSHIP RECORDS

The Chair, Membership Secretary and Treasurer hold contact information for all members. This consists of name and email address, plus postal address and phone numbers, if provided. This information is maintained in an electronic format on password protected personal computers and is updated as members join and leave. Archived lists are kept for up to six years.

These records are kept so that members can be kept informed of the Associations activities.

SHARING AND SELLING DATA

We do not share, pass on or sell information about our members, with the exception of our insurers, who require a list of members' names (but no further details) each year.

COMMUNICATING WITH YOU

We use MailChimp and Google as a means of distributing information to our members and interested parties. These companies are bound by GDPR or US equivalents. Recipients can unsubscribe at any time.

KEEPING YOUR DATA SECURE

Committee members will delete records held on their own devices, when requested and as possible and when they cease to hold a position necessitating keeping of such records.

Records will only be printed out when needed to facilitate administration and will be destroyed once redundant.

Electronic records will only be kept on secure devices or on secure facilities such as Drop Box.

This policy will be updated as required.

Len Mackin
Chair

associationofmidlandartists@gmail.com