

DATA PROTECTION PRIVACY POLICY

MANCHESTER AND SALFORD FILM SOCIETY

The purpose of this Policy is to give you a clear explanation about how we use the information we collect from you and to introduce a policy complying with the General Data Protection Regulations (GDPR) 2018.

Who we are

The Film Society was founded in 1930 as a not-for-profit organisation run entirely by volunteers.

Members and guests of the Society must be aged 18 years or over. We do not collect any information about anyone under 18 years of age.

We are concerned to protect your privacy. We do not sell, rent or trade your personal details and e-mail information with other organisations or companies for marketing purposes.

Although we are exempt and do not need to register with the Information Commissioners Office (ICO), we have introduced this Privacy Policy to comply with the GDPR rules introduced on 25th May 2018.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you by emailing us at secretary@mandsfilmsociety.org.uk or telephoning 07948 793 734

What information do we collect about you?

We collect information about you when you interact with us, make an enquiry, become a member of the Society, buy a guest ticket or register for an event, attend an event, sign up to our mailing list, provide feedback or complete a survey. Your interaction with us can be by email, telephone, post

or in person. We collect information that is necessary to enable us to carry out the running of the Society, comply with our contractual obligations to you and keep you informed of our activities.

The type of information we collect consists of forename(s), surname, email address, telephone contact number(s) and postal address.

We do not use cookies when you visit our website

We will keep your personal data only as long as it is necessary and useful and where we have a legitimate interest in processing the data or you have given your consent.

How will we use the information about you?

We collect information to enable us to run the Society and its events efficiently, fulfil our contractual obligations to you, provide you with the services you have requested and keep you informed. We collect information about you to process your membership, ticket-bookings or orders, manage your account, and send you emails or MailChimps with news, events, opportunities and information if you have signed up to our mailing list.

Will anyone else have access to my information?

We will not disclose your personal information outside the Society except to help prevent fraud, or if required to do so by law.

However we do on occasions use another website and its services.

MailChimp is used to keep you up to date with our programme and events and to circulate information on various matters, such as feedback. For this purpose, we use a mailing list which is part of the MailChimp application. You can read MailChimp's own privacy policy [here](#) and cookie statement [here](#).

Where is your information?

We are committed to protecting your personal information. Data, including non-digital information, is securely held by designated committee members.

Marketing

We would like to send you information about our events and services which may be of interest to you. You have the right at any time at all to stop us from contacting you for such purposes. If you have signed up to our mailing list but wish to unsubscribe or update your preferences you can do so by clicking the links at the bottom of any email sent by us via MailChimp. Please note if you opt out of Mailchimp you will not receive advance information about film screenings and other activities.

Access to your information and correction

We want to make sure that your personal information is accurate and up to date. Accordingly you are entitled to view, amend or delete personal information that we hold about you.

If you would like a copy of some, or all, of your personal information, please email secretary@mandsfilmsociety.org.uk or telephone 07948 793 734. You may ask us to correct or remove any information you think is inaccurate, or incomplete.

We will keep your personal data for as long as you use our services. If you haven't used our services for over three years, we will delete any personal references to you.

How to exercise your rights

You may exercise your rights by contacting us using our contact details above and we will comply with your request in accordance with the data protection legislation. In addition if you are dissatisfied you have a right to lodge a complaint about us to the ICO (<https://ico.org.uk>).

For further information on your rights under GDPR, please visit <https://ico.org.uk>

Changes to our privacy policy

We keep our privacy policy under regular review and will notify you of any updates to this policy.

This privacy policy was last updated 24th May 2018.