



Data Protection Policy

Introduction

The Watford Film Society (the Society) is committed to widen the cinematic experience for Watford residents through the screening of films that are otherwise unavailable to see locally on the big screen and to supplement such screenings with supporting activities such as a web site, talks and programme notes, and through the promotion of a social network.

To carry out its objectives, the Society needs to collect and use certain types of information about people with whom it deals in order to operate. These include current, past and prospective Members and those who have expressed an interest in the Society by electing to join an e-mailing list. This personal information must be dealt with properly, however it is collected, recorded and used – whether on paper, in a computer, or recorded on other material – and there are safeguards to ensure this in the Data Protection Act 1998.

The Society's commitment

The Watford Film Society regards the lawful and correct treatment of personal information as essential to the efficient and successful conduct of its business. It also recognises that it is crucial to fostering and maintaining confidence between the Society and those with whom it deals.

To this end the Society is committed to ensuring that it treats personal information lawfully and it fully endorses and adheres to the Principles of Data Protection, as enumerated in the Data Protection Act 1998. To ensure transparency and correct governance in its handling of personal information, the Society has developed and implemented policies, procedures and controls to ensure that it complies with good practice in data protection.

The Society's organisational and management controls

The Data Protection Act 1998 requires that personal information:

1. Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met. *The Society will observe fully conditions regarding the fair collection and use of information.*
2. 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. *The Society will meet its legal obligations to specify the purposes for which information is used.*
3. Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed. *The Society will collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements.*
4. Shall be accurate and, where necessary, kept up to date. *The Society will ensure the quality of information used.*
5. Shall not be kept for longer than is necessary for that purpose or those purposes. *The Society will apply strict checks to determine the length of time information is held.*

Watford Film Society



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6. Shall be processed in accordance with the rights of data subjects under the Act.

The Society will ensure that the rights of people about whom information is held can be fully exercised under the Act. (These include: the right to be informed that processing is being undertaken, the right of access to one's personal information, the right to prevent processing in certain circumstances and the right to correct, rectify block or erase information which is regarded as wrong information.)

7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. *The Society will take appropriate technical and organisational security measures to safeguard personal information and ensure that appropriate measures are put in place to safeguard any personal data that is processed on its behalf by other organisations.*

8. Shall not be transferred to a country or territory outside the European Economic Area 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.

The Society will ensure that personal information is not transferred abroad without suitable safeguards.

How the Society uses personal data

In accordance with the Data Protection Act 1998, the Society will process personal data, or any part of it, (including any photograph), by any means, for the purpose of registering Members, promoting Society events and communicating both with Members, and those who have elected to join the Society's e-mailing list.

The Society may transfer and release this data (or any part of it) to Officers and committees of the Society, for its ongoing administration and/or in the pursuit of its objectives generally.

The Society will not transfer or release this data (or any part of it) to any third party or use these data for any other purpose other than those directly concerned with the discharge of the Society's functions.

All Members of the Society and those individuals who have joined the e-mailing list have a right to access the personal data which the Society holds and which relates to them. To obtain a copy of such data (or any part of it), in the first instance, please contact the Secretary at the e-mail address below. The Society is entitled to make a charge for the provision of such data (or any part of it). Such personal data (or any part of it) may also be disclosed to third parties approved by the Society, for the purposes of research, statistical analysis and related activities, within the field of medical education, in the pursuit of the Society's objectives generally. Any such data (or any part of it) comprising home contact details or sensitive data (including data relating to health or race) will not be disclosed without prior consent.

The Society's nominated representative for the purposes of the Data Protection Act 1998 is the Secretary. If you have any comments on this policy statement or if you have any queries relating to the Society's Data Protection Policy please contact Sarah Swanwick by email: info@watfordfilmsociety.org

This policy was approved by the Watford Film Society's steering group on 1st December 2009.

For more information on the Data Protection Act, go to: <http://www.ico.gov.uk>