

## **Privacy Notice**

The Association of Performing Arts Collections (APAC) is committed to protecting your privacy.

This privacy notice explains what personal information we collect from you, why we need it and how we use it.

Personal information is any information relating to an identified or identifiable living individual.

For the purposes of the Data Protection Act and the General Data Protection Regulations (GDPR) the Data Controller is Association of Performing Arts Collections c/o V&A Department of Theatre and Performance, Blythe House, 23 Blythe Road, London W14 0QX. We can be contacted on [info@performingartscollections.org.uk](mailto:info@performingartscollections.org.uk).

## **Information we collect**

If you sign up as an APAC member or attend one of our events we will collect the following information from you:

- Name
- Email address
- Telephone number
- Contact address
- Employer
- Job title

If you use our website ([www.performingartscollections.org.uk](http://www.performingartscollections.org.uk)) or participate in one of our online surveys or ballots, we may collect your IP address.

## **How and why this information is processed and lawful basis for processing**

We will only use your information for the purposes listed below. In each section below, where applicable, we identify the lawful basis for processing your data, as required under the General Data Protection Regulations (GDPR).

We use some third party service providers. For example, to process payments you make to us. These third party service providers are identified below. Some of these third party service providers will process your personal information, so we recommend you read their own privacy notices.

We will never share your information with third parties for marketing purposes and we do not use automated decision making or profiling.

### **Membership administration and communications**

We collect personal information so we can:

- Administer your membership
- Send you copies of minutes of meetings
- Send you an email reminder and invoice when your membership is due for renewal

We store membership information on our Mailchimp membership database and use Mailchimp to send emails to our members.

The lawful basis for processing this information is performance of the contract you enter in to with us when you sign up as an APAC member.

If you do not renew your membership we will keep your contact details on our membership database for two years, after which time this information will be deleted. We maintain lists of names only of all former members for our historical records.

With your consent we will put names and contact details of members on our website.

If you have opted for dual APAC-SIBMAS membership, we will pass the information you have provided on your membership form to SIBMAS.

#### Administering member meetings and events

We use Eventbrite to manage registration for our member meetings and events. We delete details from Eventbrite two years after the event has finished.

If you are an APAC member and you attend a meeting or send apologies for a meeting, this will be recorded in the minutes of that meeting, which are circulated to APAC members.

We rely on our legitimate interests as the lawful basis for processing information about who attends APAC meetings or events, and to keep you informed about an event you have registered to attend. Details of who is attending the meeting or event may be made available to other people at the same meeting or event and will be recorded in the minutes. This is to demonstrate we are quorate at meetings, to facilitate networking, and to turn information about event attendees in to anonymised statistics so we can continually monitor and improve our events.

We use PayPal to process payments for event tickets, so your card information is not held by us.

With your consent, we will include your contact details on a list of attendees which will be circulated to other attendees at the same event.

#### Website monitoring

We use Wordpress as the content management system for our website and blog. The website is hosted by AISO.

If you visit our website we log requests for bandwidth processing/usage, but the logs after processing do not include any user identifiable information, just how much bandwidth was used. The logs themselves that contain IP addresses are deleted after each process of its contents.

We use Google Analytics on our site to find out about the volume of traffic to our site and our users' browsing actions and patterns. Find out how Google uses data here:

<https://www.google.com/policies/privacy/partners/>

The lawful basis for processing this data is that it is in our legitimate interests to monitor the use and effectiveness of our website.

#### Surveys and ballots

We use Survey Monkey to run online surveys and our annual voting ballot. Survey Monkey collects your IP address.

We rely on our legitimate interests as the lawful basis for processing this information as a way of ensuring members are not exceeding their voting rights.

### Email account and document storage

We use G Suite to manage our email account and for storing documents.

### Email discussion list

The majority of our communication with members is done via our jiscmail email discussion list. You can subscribe or unsubscribe from this list at any time on the jiscmail website by following this link: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?SUBED1=APAC&A=1>.

## **Transferring your information outside of Europe**

The information which you provide to us may be transferred to countries outside the European Union (EU). For example, this may happen if any of our third party service providers have servers located in countries outside of the EU. These countries may not have similar data protection laws to the United Kingdom. By submitting your personal data, you are agreeing to this transfer, storing or processing.

## **Your rights**

Under the General Data Protection Regulations (GDPR) data subjects have the following rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling
- The right to withdraw consent at any time, if we are relying on consent as the legal basis for processing your data
- The right to lodge a complaint with a supervisory authority. Information on how to do this can be found on the Information Commissioner's Office (ICO) website: <https://ico.org.uk/concerns/>

You can find out more about your rights here: <https://ico.org.uk/for-the-public/>

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