

## FRIENDS OF THE LAKE ARTISTS (FOLAS) PRIVACY POLICY

FOLAS takes the protection of your personal information very seriously.

Your personal information, detailed below, is kept by the FOLAS Secretary on a database at the address below.

By completing the FOLAS application form you agree to your details being held in this way, until removal is activated as detailed below. FOLAS will only use your personal information for the purposes outlined below and the data will only be held for the timeframe necessary to support these purposes.

It is important that the data we hold about you is accurate and current. Please keep us informed if your personal data, as listed below, changes during your membership with FOLAS.

We confirm that we do not share any information given to FOLAS with any other third party.

What personal information do we hold?

- Your title and name
- Your address
- Your telephone number(s) (optional)
- Your email address (optional)

What is your information used for?

- To contact you with reference to the renewal of your membership.
- To supply you with membership cards and the bi-annual Newsletter.
- To supply you with Lake Artists exhibition invitations.
- To advise you of any other Lake Artists activities and updates.
- To confirm any requests or change of information that you advise us of and to respond to any of your general communications/queries.

Where do we get your information from?

- Your FOLAS application form.
- Any direct contact from you by post, phone or email.

How long do we keep your information?

- For as long as you continue to pay for your annual membership.

When would we remove your information from our records?

- If your annual membership payment was not received following a second reminder from us after your membership renewal date.
- Following any direct request from you to cancel your membership.

Joan Hobbs, Secretary. The Copse, Old Hall Road, Windermere, LA23 1JA