

FROME FILM CLUB DATA PROTECTION PRIVACY POLICY

Your privacy is very important to us. Accordingly, we have developed this Policy in order for you to understand how we collect, use, communicate and disclose and make use of personal information. The following outlines our privacy policy and defines our practices relating to the management of your personal information.

What information about you do we collect and how do we collect it?

- We collect your name, email address when you join the film club.
- We collect your name and email address when you subscribe to our newsletter.
- We may collect your name, email address and any information that is presented to us in an enquiry via email, phone or by other means.
- We do not collect any sensitive financial information like your bank details or credit card numbers when you pay for membership.
- Our website does not use cookies however our cart, payment processors and email service may also store information such as your Internet/server address (IP) and location according to their policies.

How do we use the information about you?

We use information about you to process your membership and to send you information about films, event menus and other information relevant to your membership of the film club. We use your information to respond to enquiries and requests for information. If you have purchased membership we will also keep your information for accounting purposes and to fulfil any legal requirements.

How do we store and protect your information?

All personal data we collect from you is stored in secured locations. We use Google sheets to store the club membership list on the Google cloud platform that is certified to ISO and SOC standards. Access is password restricted and Club Committee members with access must sign in to view and sign out at the end of each session. Google's security has independent verification and regularly undergoes audits of security, privacy, and compliance controls. Information is stored on secure servers in the EEA but may be transferred to and stored in a country outside the EEA in relation to provision of services to you. However, we will ensure that reasonable steps are taken to protect your data in accordance with data protection laws.

Any sensitive data (payment details for example) are encrypted and protected. We do not have access to your card details when you pay online. These are encrypted and processed by our third-party processor PayPal. PayPal is fully GDPR and PCI compliant.

Access to your information

The Club Committee has access to your information. We do not share your information with any third parties, except if required to do so by law and in order to provide our service. Third parties we share with are PayPal which processes your membership payments and MailChimp for sending email, news and marketing. Their own privacy policies will also apply to these services. You have the right to request to see the details we hold about you and to correct or request deletion of your data by contacting Frome Film Club by emailing: fromefilm@gmail.com

How long do we keep your information?

We hold the list of Film Club Members until the end of the season when it is deleted. If you signed up for our newsletter your information is held with MailChimp according to their policies but we do not use your information to send out marketing or information once you unsubscribe. You can unsubscribe from our mailing list by clicking the links at the bottom of any email sent by us via MailChimp. If you purchased membership, information about the transaction will be kept for accounting purposes for the length of time that is legally required. PayPal retains your data according to their policies.

Changes to our privacy policy

We keep our privacy policy under review and we will place any updates on this web page. This privacy policy was last updated on 23rd 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: fromefilm@gmail.com