

Scottish Society for Art History, Data Protection Privacy Notice 2018

The Scottish Society for Art History is a registered Scottish charity (SC035621) which exists to promote and support the study and enjoyment of art and art history in Scotland. In accordance with the General Data Protection Regulation of 25 May 2018 this Privacy Policy sets out what personal data the SSAH holds, where it came from, and with whom we share it.

What personal data do we hold?

The SSAH holds the personal data of members of the society in the form of postal addresses, email addresses, and telephone numbers, as well as copies of documents that prove members' student status or their membership of the Association for Art History and thereby justify discounted membership rates. This data is supplied to us by members when they join the society or renew their membership subscription. We will retain this data for all current members and for three years after a member's subscription has lapsed. For tax reasons, we retain Gift Aid information for six years. If you would like your personal data to be withdrawn before this period, please contact our Membership Officer.

The SSAH also securely holds personal data provided by individuals who apply to the SSAH's Research Support Grants scheme. Unsuccessful applicants' details are held until six months after the round ends. Grant recipients become SSAH members and their details are kept accordingly.

How do we use this personal data?

Personal data is used to contact members via email or post to keep them informed about the society's activities. These activities include our events programme, research grants scheme, membership subscriptions/renewals, and publications. Members' postal addresses are used to send out the society's annual journal and other communications for those members who do not use email. The SSAH may also contact members to provide information about exhibitions, publications, and events, including conferences on relevant art historical topics.

Who do we share this personal data with?

The SSAH **does not** share personal data with any third parties. This is with the exception of our accountants, who require membership forms to process Gift Aid applications.

Access to your personal data

Personal data is securely stored in password-protected files, and paper membership forms are stored securely. SSAH emails are sent using the 'BCC' function to prevent others from seeing personal email addresses.

You have the right to request a copy of the information that we hold about you. If you would like a copy of the personal information that we hold about you or have any questions, please contact our Membership Officer.

SSAH, April 2018