



PRIVACY NOTICE (GDPR)

Introduction

New EU legislation called the General Data Protection Regulation (GDPR) which comes into force from 25th May 2018 sets out comprehensive requirements for all organisations which collect, process and store the personal data of EU citizens. The processing of this data is governed by legislation relating to personal data which applies in the United Kingdom including the GDPR and other legislation such as the Human Rights Act.

'Personal data' is any information about a living individual which allows them to be identified by that data (for example a name, address, photograph, video, email address, or address). Identification can be by directly using the data itself or by combining it with other information which helps to identify a living individual.

This Privacy Notice is provided to you by the Association of Motion Picture Sound (AMPS) which is the data controller for your data.

AMPS does not share your information with other data controllers.

AMPS does use third party data processors to help us communicate with you.

1. What personal data does AMPS process and for what purpose?

AMPS will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases
- Contact details of members and potential members such as telephone numbers, addresses, and email addresses
- Current subscription status
- A copy of your CV

2. If you choose to provide it, we may use the following information:

- Your IMDb number
- Your membership status of other professional Film and Television Guilds and Associations
- Your website URL (web address)
- Your Twitter name
- Your Facebook URL (web address)
- Your picture. If you provide one, it will be displayed on our website.

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3. AMPS complies with the GDPR. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

4. AMPS Officers use personal data for some or all of the following purposes:

- To contact you by post, email, telephone or via social media
- To send you communications which you have requested and which may be of interest to you. These may include notifications of screenings and events, AGM details, Sustaining Member news and published Journals.
- AMPS Officers include the elected and co-opted council, Administrator, Webmaster, Membership Secretary, Newsletter Editor, Website Designer.

5. What is the legal basis for AMPS processing personal data?

AMPS is an Association of people working in sound for Film, Television, Games and allied professions. Processing your data is by 'legitimate interest'. This means we act in a way which benefits you and AMPS.

As a member or potential member, we will ask for your consent to hold and use your personal data. We need your consent to do this otherwise we cannot perform our basic functions as an association, and we would not be able to assess whether you are a suitable candidate for membership, and we would not be able to register your membership.

We will process data if it is in your legitimate interest, for example we keep non-member email addresses to inform them of events which they may wish to attend, to inform them if they have won an AMPS Award, an AMPS bursary, or we may send information through our mailing lists which we feel may be of interest to our members.

We may also process data if it is necessary for the performance of a contract with suppliers of products or services to AMPS, or to take steps to enter into such a contract.

Our membership directory will list your name and job title which are publicly viewable. You can choose whether to make your phone number viewable by other members, and to the public. We do not allow anyone to see your email address directly, but you can be contacted in this way through a secure web form. This protects your email address.

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6. Sharing your personal data

This section provides information about the third parties with whom the AMPS may share your personal data. We use third party companies to help provide our services. We ensure they meet the standards of the GDPR. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

a) AMPS members details are stored in a secure web server environment. AMPS' internet service provider is **Catalyst2 Services Ltd.** based in Belfast, UK. Servers are used to store Members' email addresses, home addresses, telephone details, and other data as part of our integrated Website System. Catalyst2 Servers also host AMPS Mailman Email Groups which are automatically updated from the AMPS Website Administration system.

Catalyst2 Services Ltd. Forsyth House, Cromac Square, Belfast, BT2 8LA,
Data Protection: Z1716515

b) **MailChimp** is used for bulk emails to all AMPS Members and is the primary communication tool. Their servers hold data for this purpose which is uploaded and modified from the AMPS Website Database on a regular basis by AMPS Officers. MailChimp is a secure email service. You can opt out of these emails but will have a very limited membership experience if you do, as you would not be informed of AMPS events, Awards, E-newsletters and Sustaining Member information.

MailChimp GDPR Privacy Notice - <https://mailchimp.com/about/security/>
<https://kb.mailchimp.com/accounts/management/about-mailchimp-the-eu-swiss-privacy-shield-and-the-gdpr>

c) AMPS officials with AMPS email accounts are hosted by **Google Mail** which is a secure email service. Some AMPS Email Groups which contain member email addresses are also hosted by Google Mail. Google does not necessarily store this information in the EU, but is covered by the following which indicates compliance with the GDPR legislation:

Google Mail Privacy Notice

<https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI>

d) Members' names and addresses are given as a spreadsheet list to **Total Direct Ltd.** in Maidenhead, Berkshire UK, a Royal Mail accredited company, for bulk postal mailing purposes when required such as distribution of the AMPS Journal. Their membership of the Direct Marketing Association (DMA) and Code of Practice ensures security of our data. Their database is stored on a server with no direct internet connection. The mailing list is deleted by them once the bulk mailing job is completed.

Total Direct Ltd. Privacy Notice: <http://www.totaldirect.co.uk/data.html>

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e) Membership Details are gathered by AMPS using **JotForm** and stored on their servers. This data is transferred automatically to **Dropbox** and stored on their servers to be accessed by specified AMPS Officials and eventually transferred to the AMPS Master Website Database. A number of administration records and back-ups are stored on Dropbox with shared access for specified AMPS Officials. **JotForm** and **Dropbox** servers in Europe conform to GDPR standards.

JotForm GDPR Privacy Notice - <https://www.jotform.com/gdpr/>

Dropbox GDPR Privacy Notice - <https://www.dropbox.com/privacy>

f) AMPS uses **ElectionBuddy** for the purposes of council elections and awards voting. If you are eligible to vote, your name and email address may be shared with ElectionBuddy who will contact you with a secure method of electronic voting. Once a ballot has been confirmed, we will delete your data from the ElectionBuddy system within 28 days.

ElectionBuddy Privacy Notice - <https://support.electionbuddy.com/article/363-privacy-policy>

g) Our monthly AMPS email newsletter is sent using a third party bulk email service provided by **Your Mailing List Provider (YMLP)**. Their procedures are GDPR compliant and your data will not be shared by them. You can unsubscribe by clicking inside the email, by using the AMPS website or by emailing us.

YMLP Privacy Notice: <https://www.ymlp.com/terms-of-service.html>

7. Awards Nominees

If a person who is not an AMPS member is nominated for one of our Awards, we will make efforts to contact this person by email by asking our members and performing internet searches. We will record their email address in a secure database and ask them for a postal address. Once the Awards process is complete and all certificates and Awards have been made, we will delete these details with the exception of Nominees and Award winners' names and dates. These will be retained and displayed on our website and elsewhere as a matter of public record.

8. Awards Promotional Material

If you are an AMPS voting member, you have the option to inform us that you are a member of AMPAS, BAFTA, MPSE, CAS or other professional organisations. The purpose of this is that you may be eligible to receive DVD screeners, movie files, or screening invites or other promotional material if you are a member of one of these organisations. These invitations and promotions are not sent out by AMPS, but rather by studios and distributors. This means that we would need to share the names, email addresses and postal addresses of AMPS voting members with any studios or distributors who want to send you any such material. Any organisation requesting this data must sign a non disclosure agreement and guarantee to keep the data safe and confidential and AMPS will ensure they meet the standards of data protection set out by GDPR.

We will never share this information without asking you first, and we will provide you with full details of who your information will be shared with so you can make the choice yourself.

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9. Payment Details

When you make a payment to AMPS you have a choice of ways to pay. For direct debit payments your details are stored by **GoCardless**. GoCardless make a payment to AMPS and we receive a confirmation. We can view your name, address and the value of payments made to AMPS on the GoCardless system. GoCardless is responsible for the security of your financial details. GoCardless do not share your financial information with us.

If you choose to pay for your membership by **PayPal**, your payment details are stored with them and AMPS receives your fee from PayPal with a payment confirmation attached to your name and email address. PayPal is responsible for the security of your financial details. PayPal do not share your financial information with us.

10. Refunds and expenses payments

We may from time to time need to refund a payment made in error or pay you expenses for money you have spent performing a service for AMPS. Our Officer will ask for your bank details. We will make the payment through HSBC Bank. Once the payment is successfully made, we will remove your payment details immediately from the HSBC payment system and delete the email or other communication which contained your bank details. We will notify you that we have done this. We do not store your financial information.

11. Photography, Audio and Video Recordings at AMPS Events

Our events are typically recorded using photography, video and/or sound recordings so that members who cannot attend may view them. By attending an event you consent to the use of your image and/or voice as part of AMPS' use of these recordings. The use of these recordings includes but is not limited to the AMPS website, E-newsletter and Journal. We will remind you of this every time you book a ticket for one of our events or confirm your attendance by any other method.

12. Complaints

We will share your personal data with law enforcement agencies if required to do so by law.

13. Website Analytics

In common with most other websites we use website analytics software which collects data about how people use our website. However, this is anonymised and cannot be traced back to you.

14. Access policy

You have a right to a confirmation that we are processing your personal data when you send it to us as part of a membership application. You will receive this confirmation within 72 hours of submitting an application.

You can obtain a copy of your personal data at any time either electronically or on paper. You may request it verbally or in writing. We will confirm your request and supply your information within 28 days.

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15. Rectification policy

You have a right to know that your personal data is correct and up to date. You can make a request that we update your information and we will complete that update within 28 days. You can also modify the majority of your own personal data at our website www.amps.net by logging in to your user area. You cannot change your name, membership category or job title yourself.

16. Erasure policy

If you make an application to join AMPS we will retain your personal data whilst the application process is in process. If you are successful, your data will be stored for as long as you are a member. If your application is unsuccessful we will inform you and your data will be deleted within 28 days.

If you decide to discontinue your AMPS membership we will securely erase your personal data. You can consent to us retaining your membership records personal information for a period of one year from the date of confirmed termination should you subsequently wish to rejoin.

If you do not ask us to retain for a year we will delete your personal information within 28 days.

In either event we will retain your name, grade, membership number and dates of joining and leaving for archiving purposes in the public interest.

17. Processing restriction policy

You may want us to stop processing your personal data but not delete it. You have a right to tell us to stop processing your data. If you do this you would only receive communication directly from AMPS Officers and not any 'All Members' Notifications, Connect posts, Journal mail outs or newsletters. These forms of communication involve data processing.

If you choose to restrict data processing as an active AMPS member you would have a very limited membership experience.

You can request we stop processing your data verbally or in writing. We will confirm your request and supply your information within 28 days.

You have a number of options to restrict data processing yourself by updating what you receive from AMPS in your member profile on the AMPS website www.amps.net at any time.

18. Data portability

You have a right to move, copy or transfer your personal data from one IT environment to another in a safe and secure way, without hindrance to usability. This means if you ask us to supply a copy of your personal data held by AMPS we will supply it in a commonly used IT format such as a Word document, PDF file or CSV file. You can make a request for your information and we will complete that within 28 days.

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19. The right to object

You have a right to object to your data being used for marketing purposes. If you object to your data being used in this way we will stop immediately. Our use of marketing as an Association includes informing members of upcoming events and offers via email. If you decide to object to these emails (opt out) you will find it much more difficult to know about our activities and will have a very limited membership experience.

20. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

21. Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on our web page <http://www.amps.net>

This Notice was last updated 18/05/2018 09:34

22. Contact Details.

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Email: compliance@amps.net

Tel: +44 (0)1753 669111