Exeter and District Organists Association (EDOA)

affiliated to the Incorporated Association of Organists (IAO)

DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. From May 2018, the processing of personal data is governed by the General Data Protection Regulations (GDPR).

2. Who are we?

The Exeter and District Organists Association (hereafter "the EDOA") is the data controller (contact details below). This means it decides how personal data is processed and for what purposes.

3. How do we process your personal data?

The EDOA complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

The EDOA and the IAO use personal data for the following purposes: -

- to administer membership records;
- to promote the interests of the association;
- to maintain its own accounts and records;
- to inform members of news, events and activities of the EDOA and the IAO to which it is affiliated.

4. What is the legal basis for processing your personal data?

The GDPR states that explicit consent of the data subject is required so that the EDOA can keep its members informed of news, events, and activities of the EDOA and the IAO.

5. Sharing your personal data

Personal data will be treated as strictly confidential. The EDOA and IAO will never share personal data with third parties without your EXPLICIT consent.

6. How long do we keep your personal data?

The EDOA and the IAO keeps personal data for as long as you remain in the membership of the EDOA.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- the right to request a copy of your personal data which the EDOA holds about you;
- the right to request that the EDOA corrects any personal data if it is found to be inaccurate or out of date;
- the right to request your personal data is erased where it is no longer necessary for the EDOA to retain such data;
- the right to withdraw your consent to the processing at any time;
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- the right to lodge a complaint with the Information Commissioner's Office.

8. Further processing

If the EDOA wishes to use members' personal data for a new purpose, not covered by this Data Protection Notice, then the EDOA will provide members with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

9. Contact Details

To exercise all relevant rights, queries or complaints, in the first instance please contact the EDOA Membership Secretary at pnandskj@gmail.com or by letter to EDOA Membership Secretary, 29 Hereford Close, Exmouth. EX8 5QT

Members can contact the Information Commissioner's Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.