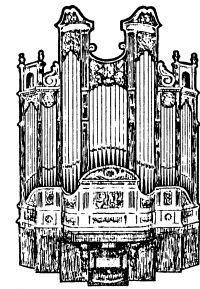


# The Berkshire Organists' Association

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[www.berkshireorganists.org.uk](http://www.berkshireorganists.org.uk)



## DATA PROTECTION NOTICE AND PRIVACY POLICY

### 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 25 May 2018, the processing of personal data is governed by the General Data Protection Regulations (GDPR).

### 2. Who are we?

The Berkshire Organists' Association (hereafter "BOA") 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 BOA 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.

**a) Members.** The BOA keeps the following data relating to members: Name; address; telephone numbers; email addresses; church/professional appointments, and qualifications.

The BOA is affiliated to the IAO, with which membership data is shared. The BOA and the IAO use members' 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 BOA and the IAO.

The BOA circulates the membership list to all BOA members annually, in electronic and/or printed form, together with a reminder that the information is confidential and should not be divulged to third parties under any circumstances.

**b) Non-Members.** The BOA also keeps the following data relating to non-members: Name and email address only. This information is used solely for the purposes of sending out emails to promote local organ-related events. These details are not shared with the IAO or with the general BOA membership.

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

The BOA relies on the legal basis of contract and explicit consent identified by the GDPR to keep its members and others with whom it has contact informed of news, events, and activities of the BOA and the IAO.

## **5. Sharing your personal data**

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

## **6. How long do we keep your personal data?**

The BOA and the IAO keep members' personal data for as long as you remain a member of BOA. Non-member's mailing list data is retained until a request is received to delete the data.

## **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 BOA holds about you;
- the right to request that the BOA 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 BOA 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 BOA wishes to use members' personal data for a new purpose, not covered by this Data Protection Notice, then the BOA 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 BOA Secretary at [info@berkshireorganists.org.uk](mailto:info@berkshireorganists.org.uk)

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.