

## **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. The processing of personal data is governed by the General Data Protection Regulations (GDPR).

### **2. Who are we?**

The West Sussex Organists' Association (hereafter "the WSOA") is the data controller (contact details below). This means that it decides how personal data is processed and for what purposes.

### **3. How do we process your personal data?**

The WSOA 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 WSOA 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 the activities of the WSOA and the IAO to which it is affiliated

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

The WSOA 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 association and the IAO.

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

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

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

The WSOA and the IAO keeps your personal data for as long as you remain a member of the WSOA. Gift Aid declarations are retained for six years after the last donation, as required by HMRC.

### **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 the personal data which the WSOA holds about you
- the right to request that the WSOA corrects any personal data if it is found to be inaccurate or out of date
- the right to request that your personal data is erased where it is no longer necessary for the WSOA 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 WSOA wishes to use members' personal data for a new purpose not covered by this Data Privacy Notice, then the WSOA will provide members with a new notice prior to starting the processing explaining this new use 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 Honorary Secretary: [stewart.m.taylor@btinternet.com](mailto:stewart.m.taylor@btinternet.com), telephone 023 9258 0672.

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.