



Chester & North-East Wales Organists' & Choirmasters' Association

General Data Protection Regulation (GDPR) – *Important: this affects YOU!*

New data protection regulations come into force on **25th May 2018** that affect the way in which organisations can store and process personal data, including contact details. There are no exemptions for charities, even small charities. This is good news for you, because it gives you greater control over who can use your personal data.

The regulations require that we, and the Incorporated Association of Organists (IAO) to which we are affiliated, obtain and **retain evidence** from all members to show that explicit consent has been given for their personal data to be stored and processed in the way stated in a Data Privacy Notice, copies of which are posted on the respective websites and are available on request.

The personal data held by Chester & North-East Wales Organists' & Choirmaster's Association ('CNEWOCA') may include contact details such as name, postal address, email address, telephone number, mobile phone number and organ post(s) held. These details are required to maintain your membership and to communicate details such as forthcoming events and meetings. Contact details may be shared with the IAO, but neither the IAO nor CNEWOCA will disclose these details to any third party without your permission.

You are entitled to request a copy of these details and how we process your data (contained in our Data Privacy Notice) at any time. When resigning your membership, you may request that all your details are deleted, and this should be notified to CNEWOCA's General Secretary who will be responsible for informing the IAO. CNEWOCA's General Secretary can be contacted as follows:

Mrs Angie Evans
11 Lindfields, Saltney, Chester CH4 8QD

Tel: 01244 674878
E-mail: angiejohnevs@uwclub.net

Even though you may believe that you have already given permission to CNEWOCA to contact you simply by becoming a member, this is unlikely to be sufficient to meet the requirements of the new legislation. So please **REPLY** to this communication now on the tear-off slip below.

If you do not agree to this, it is likely that neither CNEWOCA nor the IAO will be able to communicate with you legally after 25th May 2018. This will include sending your monthly Newsletter to you by post.

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I, (enter your name) agree that CNEWOCA and the IAO can store and use my personal details as described above and in CNEWOCA's Data Privacy Notice.

Date:

Please return to: Mrs Angie Evans, 11 Lindfields, Saltney, Chester CH4 8QD
or scan and e-mail a copy to: angiejohnevs@uwclub.net