



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

affiliated to the Incorporated Association of Organists (IAO)

DATA PRIVACY NOTICE

1. Who are we?

For data purposes, the Chester & North-East Wales Organists' and Choirmasters' Association (hereafter referred to as "CNEWOCA") is the Data Controller (see contact details below), and this means we decide how personal data is processed and for what purposes.

2. 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 25th May 2018, the processing of personal data is governed by the General Data Protection Regulation (GDPR).

3. How do we process your personal data?

CNEWOCA 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.

CNEWOCA uses personal data for the following purposes:

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

As an affiliate of the IAO, CNEWOCA will occasionally provide the IAO with some of your personal data.

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

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

5. Sharing your personal data

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

6. How long do we keep your personal data?

CNEWOCA and the IAO keeps personal data for as long as your membership of CNEWOCA is current.

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 CNEWOCA holds about you;
- the right to request that CNEWOCA corrects any personal data if it is found to be inaccurate or out of date;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 CNEWOCA to retain such data;
- the right to withdraw your consent at any time to the processing of your data;
- 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 (see contact details below).

8. Further processing

If CNEWOCA wishes to use members' personal data for a new purpose, not covered by this Data Protection Notice, then CNEWOCA 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 CNEWOCA'S General Secretary, Mrs Katriona Moulton, 3 Quarry Hill, Farndon, Chester CH3 6NR
Katriona.moulton@outlook.com

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