

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 South East Wales Organists' Association (hereafter "the SEWOA") 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 SEWOA 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 SEWOA 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 SEWOA 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 SEWOA can keep its members informed of news, events, and activities of the SEWOA and the IAO.

5. Sharing your personal data

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

6. Your rights and your personal data

You have the right to request a copy of your personal data, to have it corrected or erased. You also have the right to lodge a complaint with the Information Commissioner's Office.

7. Contact Details

To exercise all relevant rights, queries or complaints, in the first instance please contact the SEWOA Honorary Secretary at yeoroger@yahoo.co.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.