

## DATA PRIVACY NOTICE (version 1.0) – MAY 2018

### 1. Introduction

The Organ Club (“the Club”) is committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data the Club collects from you, or that you provide to the Club, will be processed by the Club. Please read the following carefully to understand the Club’s views and practices regarding your personal data and how the Club will treat it.

The rules on processing of personal data are set out in the General Data Protection Regulation (“GDPR”) issued by the Information Commissioner’s Office (“ICO”) and which can be accessed on their website ([ico.org.uk](http://ico.org.uk)) or can be obtained from them at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, UK (telephone: 0303 123 1113, email: <https://ico.org.uk/global/contact-us/email/>). The rules made by the ICO are in accordance with Regulation (EU) 2016/679 of 27/04/2016.

### 2. Definitions (GDPR Article 4)

**Data controller** – determines the purposes and means of the processing of personal data

**Data processor** – processes personal data on behalf of a controller

**Data subject** – Natural person

**Personal data** – means any information relating to an identified or identifiable natural person who can be directly or indirectly identified in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person

**Processing** – means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction

**Third party** – means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

### 3. Who is the data controller?

The Organ Club is the data controller. This means the Club decides how your personal data is processed and for what purposes.

The Club’s contact details are the website [www.organclub.org](http://www.organclub.org), in which you will find the name and contact details of the Membership Secretary, to whom all enquiries about data matters should be sent.

### 4. The purpose(s) of processing your personal data

The Club uses your personal data for the following purposes:

- Recording your membership in the register of members and the correct category of membership
- Sending you notices of, and information about, Club meetings, visits, tours, legal matters such as changes to the Constitution, material (e.g. books, CDs etc. donated and for disposal to members)
- Sending you Club publications (via third parties to whom mailing lists are sent direct)
- Recording the names of new members (with town of residence) and the names of recently deceased members in Club publications, Committee reports and the Annual Report
- Recording the payers of subscriptions and event (visits, tours etc.) monies banked in the Club’s financial records
- Collecting subscriptions, and any other agreed relevant payments (visits, tours etc.), by means of direct debits on UK bank accounts
- Recording current Officers (with contact details), other Committee members and Vice Presidents in Club publications

- Recording article authors, photographers and people shown in pictures that appear in Club publications and the website
- Recording attendees, those sending apologies for absence, current and proposed Officers and Committee members, Vice Presidents, Honorary Life Members, Trustees and past Presidents in the Annual Report
- Recording, for historical purposes in the archive listings, past and present Officers, other Committee Members, Other Officials, Vice Presidents, Honorary Life Members, Trustees and, in respect of the Club's publications, article authors, photographers and people shown in pictures
- Identifying venues for future visits and tours
- Identifying potential Committee members and those who could possibly be asked to arrange, or assist with, visits and tours.

## 5. The categories of personal data concerned

Your full name, title, postal address, email address(es), telephone number(s) (in addition, in the case of a child under 16, the personal data of the parent/guardian), your occupation or, if applicable, organist post.

In the case of 'Young members', as defined in the Constitution, the date of birth.

Your relevant bank account details (sort code, bank account number, name(s) on account).

The Club does not use cookies in its website.

The Club obtains your personal details from your membership application/renewal forms (including direct debit agreement forms) and correspondence (mailed or electronic) from you. The Club may also receive personal details from family members etc. who wish to make a 'gift' of membership to you.

The Club also obtains personal data from publicly accessible sources such as the internet or publications.

## 6. The Club's lawful basis for processing your general personal data

**Consent of the data subject:** received through a printed or on-line GDPR consent form, a membership application/renewal form or by email/post.

**Processing necessary for the performance of a contract with the data subject or to take steps to enter into a contract:** membership subscription application/renewal, general enquiry.

## 7. Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only:

- Within the Committee of the Club, including between the Membership Secretary and the Treasurer for the purpose of recording membership and monies received for subscriptions and other events/matters
- With the third parties that distribute the Club's publications and Annual Report to the extent necessary for them to address the packet to each person who is to receive it.

The Club does not publish or issue membership lists. Should a member wish to contact another member, he/she should advise the Membership Secretary (and include the means of contact requested) who will forward the request, with the data appropriate to the means of contact requested, to the other member and ask him/her to contact the enquirer direct.

## 8. How long does the Club keep your personal data?

The Club keeps your personal data for no longer than reasonably necessary and only retains your data for the following purposes and uses the following criteria to determine how long to retain your personal data:

- Membership lists and related records of subscriptions paid, paper bookkeeping records of transactions through the bank accounts, secondary records of monies budgeted/collected/paid in respect of visits and tours, paper bank statements received: six completed tax years (in case HMRC wish to examine the accounts) plus the current tax year
- Primary bookkeeping record of transactions through the bank accounts maintained on computer, PDF bank statements downloaded onto computer: kept
- Archive listings for historic record purposes: kept
- General email/written enquiries: one year from last correspondence.

## **9. Providing the Club with your personal data**

The Club requires your personal data as it is necessary to enter into a contract such as membership, purchase of a publication or other material available from the Club, and mailing Club publications on a complimentary basis.

## **10. 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:

- To request access to and receive a copy of the personal data which the Club holds about you
- To request that the Club corrects any personal data if it is found to be inaccurate or out of date
- To request your personal data is erased where it is no longer necessary to retain such data
- To request a restriction is placed on further processing of your personal data (e.g. where there is a dispute in relation to the accuracy or processing of your personal data) but the Club is still to keep the data
- To request 'data portability' meaning that the club should transfer your data to another controller in a structured way
- To object to the processing of personal data, (where applicable, i.e. where processing is based on legitimate interests {or the performance of a task in the public interest/exercise of official authority}, direct marketing and processing for the purposes of scientific/historical research and statistics)
- Not to be subject to automated decision-making including profiling.

Note that all information/replies to requests will be provided to you without charge and within one month of receipt of a request.

## **11. Further processing**

If the Club wishes to use your personal data for a new purpose, not covered by this Data Privacy Notice, then the Club will provide you with a new notice explaining the new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

## **12. Changes to the Club's privacy policy**

Any changes that the Club may make to its privacy policy in the future will be posted on the Club website and, where appropriate, notified to you by email (or mail if no email address is held). Please check back regularly to see any updates or changes to our privacy policy.

## **13. How to make a complaint**

To exercise all relevant rights, queries or complaints please contact the Membership Secretary in the first instance (contact details are shown on the website and in some publications).

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioner (see Introduction for contact details)

Please now complete and return the Data Privacy Reply Slip.