

# DATA PRIVACY NOTICE

## Nonsuch Dulcimer Club

### 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 Regulation (the "GDPR").

### 2. Who are we?

Nonsuch Dulcimer Club is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

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

Nonsuch Dulcimer Club 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.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To provide member only benefits such as the club newsletter, membership directory and access to the membership area of the club's website.
- To administer membership records;
- To fundraise and promote the interests of the club;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services offered by the Nonsuch Dulcimer Club;
- To organise events which you have applied to attend.
- Our website uses 'cookie' technology in order to make the site work better for you.

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

- Our contract with the data subject to provide club services, e.g. to provide events and information to members of the public. Specific consent is sought in order to share contact information with other event attendees.
- Our contract with the data subject to provide member's benefits to members. This includes supply of the newsletter and member's directory by a method selected by the member, and occasional emails to convey important club information.
- Explicit consent of the data subject for inclusion of member's data in the member's directory, which is made available to members only.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with others as consented by you or as necessary in order to carry out a service and for purposes connected with the club.

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

We keep membership records while you are a current member. When membership lapses records are kept for the following full membership year, after which they are deleted. If a member resigns records are deleted within 3 months of receiving the resignation.

Event booking data is retained for 3 months after completion of the event. After that the booking data is deleted and the only information retained is that needed to plan future events.

Rental forms and club library records are retained for up to one year of completing the transaction.

Enquiry data is retained for up to one year of completing the enquiry.

Specifically, we retain accounts records, gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

## 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 Nonsuch Dulcimer Club holds about you;
- The right to request that Nonsuch Dulcimer Club corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Nonsuch Dulcimer Club to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- 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 object to the processing of personal data, (where applicable) [*Only applies 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*]
- The right to lodge a complaint with the Information Commissioners Office.

## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## 9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the membership secretary Janet Maughan, 81 Theydon Grove, Epping, CM16 4PX

Tel: 01992 613625 Email: janet.maughan@gmail.com

You can contact the Information Commissioners 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.