

# **Brentwood Organ and Keyboard Club**

## **DATA PRIVACY POLICY**

### **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?**

The Brentwood Organ and Keyboard Club (BOKC) 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?**

The BOKC 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 administer membership records
- To record and analyse attendance at concerts
- To inform you of forthcoming AGMs, other meetings or membership renewals
- To contact you to inform you of cancelled concerts
- To wish you Happy Birthday in the newsletter for that month
- To list in the newsletter those serving refreshments

### **4. Sharing your personal data**

Your personal data will be treated as strictly confidential and will not be shared with any third party.

### **5. Storing your data**

Your data is held on computer systems used by the BOKC Secretary and Treasurer in password protected Excel sheets behind a Firewall to prevent unauthorised access. Additionally a paper copy of a subset of data is held by the Bookings Secretary.

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

We keep your data whilst you are a member of the BOKC, and for a year thereafter, unless there is a legal requirement to retain it for a longer period.

## **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 the BOKC holds about you;
- The right to request that the BOKC corrects any personal data if it is found to be inaccurate or out of date;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 the BOKC to retain such data;
- The right to withdraw your consent to the processing at any time;
- 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);
- 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 or complaints please in the first instance contact the BOKC Secretary at 7 Steeple Way, Doddinghurst, Brentwood, CM15 0NN.

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.