

CINEMA ORGAN SOCIETY

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 Cinema Organ Society (COS) 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 COS 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 inform you of news, events, activities and services run by the COS and other organ groups;
- To provide on-line information for you in the members area of the COS website;
- As part of a commercial arrangement with us, such as sales and event bookings;
- To maintain our own accounts and records.

4. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Society in order to carry out a service for you.

We will not share your data with any third party, other than in the following circumstances:

- We share your name and address with our mailing house in order to send you your Newsletter, Journal and other written details. Your details are deleted by the mailing house following each posting.
- Your data is also held on a secure server managed by our internet website hosting company in order to allow you to access members' information and renew your membership on-line.
- If you make a payment transaction on-line via PayPal, you will be covered by the PayPal Privacy Policy. Any data which PayPal send to the COS will be securely maintained.

- If you have given us your email address in order to receive information electronically, such as notification of concerts, we share your email address with MailChimp who provide our email distribution. You may withdraw from this arrangement at any time.

5. How long do we keep your personal data?

We keep your data whilst you are a member of the COS, and for a short period thereafter, unless there is a legal requirement to retain it for a longer period. If you are a non-member and have consented to receive information, your details will be held until consent is withdrawn.

Commercial arrangement data will be held as required by law, usually for a period of six years.

6. 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 COS holds about you;
- The right to request that the COS 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 COS 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.

7. 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.

8. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the COS General Secretary at 7 Larch Way, Sleaford, Lincolnshire, NG34 7UG.

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.

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