



DATA PRIVACY STATEMENT

UNITED REFORMED CHURCH MUSIC NETWORK

1. Personal Data

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') 2018.

2. Data Controller

The Executive Committee of URC Music Network 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 Executive Committee of URC Music Network 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 personal data for the following purposes: -

- to administer membership records;
- to maintain our financial accounts and records (including the processing of gift aid);
- to provide news and information about events and activities;
- to promote and publicise URC Music Network;
- to provide contact details of officers to Church House.

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

- Processing is carried out by a not-for-profit body with a cultural & religious aim provided: -
 - the processing relates only to current members or those who have regular contact with URC Music Network in connection with those purposes; and
 - there is no disclosure to a third party without consent; or
- Explicit consent of the data subject has been given.

5. Sharing personal data

Your personal data will be treated as strictly confidential and will be shared with other members only in order to carry out a service to other members (for example in connection with our Organ Advisory Service) or for purposes connected with URC Music Network. We will share your data with third parties only with your consent.

6. How long do we keep data?

We retain data on the following basis:

Record Type	Retention Period
Member name, address, telephone number and email addresses	24 months after membership is deemed to have lapsed
Subscription payments Gift aid declarations and paperwork	6 years after the calendar year to which it relates
Personal data relating to events for which additional information is gathered e.g. Annual Music Days	24 months after membership is deemed to have lapsed
Photographs of events	24 months after the event – selected items retained for historical records
Minute Books	Indefinitely

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 the personal data which URC Music Network holds about you (a Subject Access Request or ‘SAR’);
- The right to request that the Executive Committee of URC Music Network 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 URC Music Network 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 you with your personal data and where possible, to transmit that data directly to another data controller.
- 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;
- 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 Honorary General Secretary at URC Music Network, 56 Back Street, Aswhell, Baldock, Hert SG7 5PE.

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.