

Leicester & District Organists' Association

General Data Protection Regulation (GDPR) – *Important: this affects YOU!*

New data protection regulations come into force on **25 May 2018** that affect the way in which organisations can store and process personal data, including contact details. There are no exemptions for charities, even small charities. This is good news for you, because it gives you greater control over who can use your personal data.

The regulations require that we, and the Incorporated Association of Organists (IAO) to which we are affiliated, obtain and **retain evidence** from all members to show that explicit consent has been given for their personal data to be stored and processed in the way stated in a Data Privacy Notice, [copies of which are available on request](#).

The personal data held by the Leicester & District Organists' Association may include contact details such as name, postal address, email address & telephone number and [include Gift Aid declarations](#). These details are required to maintain your membership and to communicate details such as forthcoming events and meetings. Contact details may be shared with the IAO, but neither the IAO nor we will disclose these details to any third party without your permission.

You are entitled to request a copy of these details and how we process your data (contained in our Data Privacy Notice) at any time. When resigning your membership, you may request that all your details are deleted and this should be notified to the Secretary of your Association, Phillip J Herbert, 4 Buckingham Close Hinckley Leics. LE10 1TU, email address <mail4pjh@yahoo.co.uk> who will be responsible for informing the IAO.

Even though you may believe that you have already given permission to your association to contact you simply by becoming a member, this is unlikely to be sufficient to meet the requirements of the new legislation. So please REPLY to this email now and enter your name & date below.

I,

agree that [Leicester & District Organists' Association](#) and the IAO can store & use my personal details as described above and in the Data Privacy Notice of the Leicester & District Organists' Association

Date: Email

Signed.....(If returning by post)

If you do not agree to this, it is likely that neither your local association nor the IAO will be able to communicate with you legally after 25 May 2018.