

Privacy Notice

Privacy Notice (How we use your information):

6 December 2021

GADOC

You are a member of GADOC.

GADOC is subject to the Data Protection (Bailiwick of Guernsey) Law, 2017 and the General Data Protection Regulation (Regulation (EU) 2016/679) ("GDPR/EU_GDPR") GADOC is considered to be a Data Controller under the GDPR/EU_GDPR.

We process personal data relating to those people who are our Members or who wish to receive information from us. We do this is for the purposes of running GADOC as a non profit organisation. Membership can only be approved on completion of the data required on the membership form; falling to provide data will preclude the subject becoming a member.

The personal data includes identifiers such as Name, Address, Email, Contact phone number, Date of Birth, bank account details (for the processing of direct debits for membership fees), personal characteristics such as gender, qualifications, experience and specialist skills (ie singing, playing of a particular instrument) and Guernsey Registry Director ID for all committee members. Data will be maintained, stored and deleted in accordance with the relevant GDPR/EU_GDPR data protection laws.

The significant activities of GADOC that involve the processing of personal Information are:

- a. The collation of a database of members for the purposes of maintaining a members directory and assigning roles to members during productions
- b. To circulate a newsletter to all members
- c. The use of photographs and videos in the media, including print, on the GADOC website, and in promotional social media posts
- d. Advising third party venues and ticketing services with information in order to verify membership for priority bookings.

Other than this, we will not share information about you with third parties without your consent unless the law allows or requires us to. We are required to share some of your personal data with:

- Bankers (to enable you to pay your membership fees);
- Any law enforcement agency (if they require us to provide them with the information that we hold for you);
- Any organisations that may replace any the above in the future.

We store your personal data on secure online computer systems and in paper files in our offices.

We will never sell your personal data nor give it away and we undertake to keep your personal data secure.

Your Rights

You have the right to access any personal information that GADOC processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete that data and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You have the right to withdraw consent to the processing of your personal data at any time by written request to the committee.

You also have the right to request erasure of your personal data or to restrict processing (where applicable) in accordance with the data protection laws.

Where applicable, you have the right to data portability of your information and the right to be informed about any automated profiling and/or decision-making we may use. Note, however, that GADOC does not, at this time, utilize any automated profiling or decision making.

Lodging a Complaint

GADOC only processes your personal information in compliance with this privacy notice and in accordance with the relevant GDPR/EU_GDPR data protection laws.

If you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the Data Protection Officer who may be contacted at dpo@gadoc.org.gg.

If your complaint is not handled to your satisfaction, or you simply wish to go straight to the supervisory authority, you have the right to lodge a complaint with the Data Protection Supervisory Authority - the Office of the Data Protection Commissioner in Guernsey as follows.

Data Protection Office
Guernsey Information Centre North Esplanade
St. Peter Port
Guernsey
GY1 2LQ
Telephone: +44 (0) 1481 742074 Email: enquiries@dataci.org