

DATA PRIVACY NOTICE

The Church of England Flower Arrangers Association

(known as CEFAA)

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 we are

The National Committee of the Church of England Flower Arrangers Association is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How we use your data

The National Committee 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 send you 'Faith & Flowers' magazine by post

To enable us to keep you informed about CEFAA activities

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

Processing is necessary for carrying out membership records and so that we can keep you informed about CEFAA news, events, activities.

Explicit consent of the data subject to hold your data.

The processing relates only to members or former members (or those who have regular contact with CEFAA and there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the National Committee or Branch Committees in order that can carry *out* our responsibilities in accordance with our constitution. We will not share your data with third parties outside of the National Committee.

6. How long do we keep your personal data

We will retain your data while you remain a member of CEFAA.

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 CEFAA National Committee holds about you;
- The right to request that which the CEFAA National Committee corrects any personal data if it is found to be inaccurate or out of date;
- 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 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.

8. Contact details

Mr. L. Little
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