



BRISTOL & DISTRICT ORGANISTS' ASSOCIATION

(Affiliated to the Incorporated Association of Organists)

Patron: Dame Gillian Weir

Registered Charity No. 274829

APPLICATION FOR MEMBERSHIP

Please complete the details below, and return with your Membership fee of:

Full Member (Year from 1 September to 31 August) £15.00 ☐

Full Member (Part year % to 31 August) £ ☐

Family Member (residing at your address) £5.00 ☐

Student Member (under 18 or in full time education) £10.00 ☐

Full Name of applicant: Mr / Mrs / Miss / Dr / Rev

Surname

Forename/s

Address

.....

Post Code

Telephone Number (including Area code)

Mobile Number

E-mail Address

Present Music Appointment (if any)

Date of Birth (18 or under only)

Full name of Parent or Guardian (if under 18)

Signature.....

Date

Your Membership entitles you to a discounted subscription to the 'Organists Review', the magazine of the 'Incorporated Association of Organists' (organistsreview.com)

May we encourage you to pay your subscription by **Bankers Standing Order**, as this is more convenient both for you and the Association.

Also, if you are a Tax payer, please complete and return the enclosed Gift Aid form which greatly benefits the B&DOA.

Please return this Form together with your cheque (payable to 'Bristol & District Organists' Association') to: **B&DOA c/o Mr Eric Tyson, Flat 4, 10 Downfield Road, Clifton, Bristol BS8 2TH**

If you wish to pay by Bank Transfer, please contact us for details: **SecretaryBDOA@gmail.com**



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GIFT AID DECLARATION

I am a UK taxpayer and I wish the Association to reclaim tax on all donations, and my annual subscription which I make to it.

Title: Rev / Dr / Mr / Mrs / Miss

Christian Name/s

Surname

Address

.....

..... **Post Code**

Signature **Date**

Please remember to notify us if you cease to pay tax.

The B&DOA can reclaim tax from the Government Treasury for every £ you give if
this form is completed and returned to the B&DOA.

Please return to B&DOA Secretary: Mr Eric Tyson, Flat 4, 10 Downfield Road, Clifton, Bristol BS8 2TH

24-3-2021



BRISTOL & DISTRICT ORGANISTS' ASSOCIATION

General Data Protection Regulation (GDPR)

Important: this affects YOU!

As you will be aware new data protection regulations came into force on **25 May 2018** which 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 (the B&DOA), 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 from the B&DOA Secretary.

The personal data held by the B&DOA Secretary and Treasurer may include contact details such as name, postal address, email address & telephone number, and other details such as Gift-Aid declaration, organ posts held, etc. These details are required to maintain your membership and to communicate details such as forthcoming events, meetings, news, reports, and other legitimate interest(s). Contact details may be shared with the IAO, but neither the IAO nor the B&DOA 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 - this should be notified to the B&DOA Secretary, who will be responsible for informing the IAO and Organists' Review magazine administrators. The B&DOA Secretary's contact details are shown below.

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 complete both sections below and POST, or SCAN and EMAIL the WHOLE FORM to the B&DOA Secretary.

SECTION ONE

I, (Sign your name): _____ (Print your name): _____ of

Post Code: _____ Date: _____

agree that the Bristol & District Organists' Association and the Incorporated Association of Organists' can store and use my personal details as described above and in the Data Privacy Notice of the B&DOA.

I consent to the B&DOA contacting me by (please tick all that apply):

- ☐ Post
☐ Email ☐ Telephone / Text Message

If you do not agree to this, it is likely that neither the B&DOA nor the IAO will be able to communicate with you legally.

SECTION TWO

- ☐ **I consent to my details** (as indicated above) **being included in the printed Directory of Members:**
Name; District/City only (no full postal address); Email; Telephone / Mobile; Organists Post held (if any)

I understand that the B&DOA Directory of Members will be circulated in **printed form only** and to B&DOA Members only, and will clearly display the restriction that details contained in it may only be shared with other B&DOA Members whose details also appear in it. Printed copies of the Directory of Members will be distributed to Members who have consented to their details being included in it. Aug2022

PLEASE RETURN THIS FORM TO:

Mr Eric Tyson (B&DOA Secretary)

Flat 4, 10 Downfield Road, Clifton, Bristol BS8 2TH

SecretaryBDOA@gmail.com

BRISTOL & DISTRICT ORGANISTS' ASSOCIATION

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DATA PRIVACY NOTICE

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. From May 2018, the processing of personal data is governed by the General Data Protection Regulations (GDPR).

2. Who are we?

The Bristol & District Organists' Association (hereafter "the B&DOA") is the data controller (contact details below). This means it decides how personal data is processed and for what purposes.

3. How do we process your personal data?

The B&DOA 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.

The B&DOA and the IAO use personal data for the following purposes: -

- to administer membership records;
- to promote the interests of the association;
- to maintain its own accounts and records;
- to inform members of news, events, activities and other relevant information associated with the B&DOA and the IAO to which it is affiliated

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

The GDPR states that explicit consent of the data subject is required so that the B&DOA can keep its members informed of news, events, and activities of the B&DOA and the IAO.

5. Sharing your personal data

Personal data will be treated as strictly confidential. The B&DOA and IAO will never share personal data with third parties without your consent.

6. How long do we keep your personal data?

The B&DOA and the IAO keeps personal data for as long as you remain in the membership of the B&DOA.

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 B&DOA holds about you;
- the right to request that the B&DOA 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 B&DOA 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 lodge a complaint with the Information Commissioner's Office.

8. Further processing

If the B&DOA wishes to use members' personal data for a new purpose, not covered by this Data Protection Notice, then the B&DOA will provide members with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

9. Contact Details

To exercise all relevant rights, queries or complaints, in the first instance please contact the B&DOA Secretary:

Mr Eric Tyson (B&DOA Secretary)
Flat 4
10 Downfield Road
Clifton
Bristol BS8 2TH
SecretaryBDOA@gmail.com

Members can contact the Information Commissioner's 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

24-3-2021