



## ESSEX ORGANISTS' ASSOCIATION

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### GENERAL DATA PROTECTION REGULATION POLICY STATEMENT

**JUNE 2025**

The Essex Organists' Association (EOA) aims to provide a safe and encouraging environment for its members and visitors at all events and committee meetings, so that through its activities, it can further knowledge and appreciation of the organ in Essex and beyond in a positive and friendly manner.

The EOA will hold the minimum data required to communicate with fully paid-up members and to allow members (and, when appropriate, non-members of the Association) to participate fully in its activities.

Payment of an annual subscription or the continued acceptance of Honorary membership will be seen as contractual permission for the EOA to hold and use a member's data for the purposes outline above. In the event of an outstanding subscription, data needed to resolve this situation may be held a) until the member notifies of a desire not to renew or b) until the Committee sets a deadline for payment (as per the EOA Constitution).

EOA Committee members (and those outside of this responsible for organising events) will ensure that personal data will be stored and retrievable only under secure conditions, e.g. in a locked filing cabinet, or electronically behind a facial/fingerprint recognition entry system or accessed via a password/passcode. Data is held on the basis that when membership ends or contact with a non-member is no longer required, then held data will be deleted.

Mass emailing (e.g. of an events update or newsletter) must always be done using the bcc function, thus avoiding sharing personal addresses without permission.

The minimum amount of data required will be passed to the Incorporated Association of Organists' (IAO) as part of the EOA and individual members' affiliation process.

This GDPR Policy Statement will be reviewed by the committee annually and approved at each AGM.

***Reviewed by the EOA Committee and re-approved by the AGM held on 27<sup>th</sup> June 2026***