

# DATA PRIVACY NOTICE

## SARK ASTROMONY SOCIETY (SAstroS)

### 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 Data Protection (Bailiwick of Guernsey) Law, 2017 sometimes referred to as the General Data Protection Regulation (the "GDPR").

### 2. Who are we?

The SAstroS executive committee is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

The committee complies with its obligations under the Data Protection Law 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.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the society;
- To administer membership records;
- To fundraise and promote the interests of SAstroS which is a Non-Profit Organization (NPO), registered with the Registrar at the Greffe Office, Sark;
- To manage our volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services running at the observatory or elsewhere on Sark;

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about events.
- Processing is necessary for carrying out our obligations;
- Processing is carried out as a not-for-profit organisation provided: -
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); 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 society in order to carry out our functions as committee members. We will only share your data with third parties with your consent.

### 6. How long do we keep your personal data

We keep data in accordance with our aims as a society.

Specifically, we retain membership details while they are current; once membership lapses then the records are permanently deleted.

## **7. Your rights and your personal data**

Unless subject to an exemption under the Law, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which SAstroS holds about you;
- The right to request that the committee 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 SAstroS to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data;
- 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 object to the processing of personal data;
- 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.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Secretary of SAstroS at La Ladrie, Sark, GY10 1SF

You can contact the Information Commissioners Office through the Data Protection Authority, contact details are in the Bailiwick of Guernsey Telephone Directory.