

QUAY-Friends Privacy/Fair Processing Notice Version 03.22

This Privacy and Fair Processing Notice relates to personal data held and/or processed by Alderney Broadcasting (not-for-profit company limited by guarantee) in respect of its administration of the Association of "QUAY Friends".

What/who is the Data Controller?

A data controller is the person or company who holds personal data (as that term is defined in the GDPR and local data protection legislation).

For your personal data supplied in connection with the association of QUAY Friends, the controller is Alderney Broadcasting Co. Ltd.

AABC is a not-for-profit organisation, incorporated in Alderney as the Alderney Broadcasting Company (limited-by-guarantee) with registration number 1899, and registered as a Guernsey NPO with Guernsey Registry number NP190.

Our principal activity is the volunteer provision of a community radio information and entertainment service, without pecuniary gain, for the island of Alderney and its territorial waters.

(Alderney Broadcasting Co. took over administration of QUAY Friends from the previous volunteer administrator at the end of September 2021.)

What does the data controller do?

The data controller collects information from you ("personal data"), from time to time, always with your agreement, for the purposes of you taking part in the activities of the QUAY Friends association.

The data held by the controller include your name, postal address, email address, birthday, and records of donations you may make from time to time.

It is used to keep you informed of volunteer activities and social events, and provide member services as with any club, society or non-profit.

How does the data controller process data?

The data controller processes QUAY Friends' data under the lawful basis of consent as indicated on your

application to join the QUAY Friends association. Should this lawful basis not be sufficient and it ever becomes necessary to rely on a different basis for processing your personal data (such as disclosing it to regulatory authorities), we will inform you unless the law requires otherwise.

Data Minimisation

The Controller is committed to ensuring that the information collected and used is only that required for the purpose of administering the QUAY-Friends membership scheme, and does not infringe your right to private and family life.

We will keep QUAY Friends members informed regularly as to the nature and extent of the data we hold.

Will the Controller ever share your data with anyone else?

One of the benefits we offer as Members of the QUAY Friends community are Birthday Dedications which are much-loved by both the members, and the wider community.

When you apply to become a member of the QUAY-Friends association, you may (but are not required to) provide us, with your consent, with details of your birthday and/or other personally important date(s), such as a wedding anniversary.

This information enables us to provide you with your personal Birthday Dedication when we broadcast our greetings to you on your special day over the radio.

Many members consider this an important benefit of membership. This necessarily means that the date of your birthday or other anniversary (which is personal data) will be broadcast over the radio, on your special day.

You do not have to take part in this part of the QUAY Friends activities and you can ask us to stop doing this at any time.

The Controller will endeavour to keep your information accurate while it is held, and we request that all correspondence should include your name and address to

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- (1) ensure you are a Member; and
- (2) to make sure the Controller's data is up to date.

In any case, the Controller will not use your personal data in a way that goes beyond your reasonable expectations.

So, for example, we might write to you from time to time to ask for your support, including financial support, but we will not write to you to 'direct market' you with unrelated commercial products or services, nor will we pass your data to anyone who does that.

Where you have provided us with Personal Data and ask us not to disclose it, we will follow your wishes unless there is a legal requirement to do otherwise.

How long will we hold your data for?

As a minimum, the Controller will hold your personal data for as long as you are a member of the Association of QUAY Friends.

After you have left the Association of QUAY Friends

Should you leave QUAY-Friends for any reason, we will keep historical data for up to six years in case of any Claims against the organisation, as per the applicable limitation periods.

We might occasionally contact former members to inform you of our ongoing work, but you may ask us at any time to stop doing this and we will then stop doing so.

The Controller may hold Personal Data beyond the stated retention period where we believe there to be a justifiable and necessary reason, such as for legal or safeguarding considerations, or with the consent of the data subject.

What rights do I have to my personal data?

At any point while the Controller is in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that the Controller holds about you. There is no charge for this.

- Right of rectification – you have a right to correct data that the Controller holds about you that is inaccurate or incomplete.

- Right to be forgotten – you can ask for some or all of the data we hold about you to be erased from the Controller's records.

If you exercise the right to be forgotten whilst you are still a QUAY Friends member, this will necessarily mean you will no longer be able to participate in the activities of the association and you will be considered to have resigned.

If you exercise the right after leaving QUAY Friends, we will remove you from the membership register, but may retain a record of your former membership until the relevant legal limitation period has passed.

- Right to restriction of processing – where certain conditions apply you may have a right to restrict the processing of your data.

- Right to object – you have the right to object to certain types of processing, such as direct marketing. (However, it is not envisaged that at any time the controller would engage in any commercial activity of this nature outside normal fund-raising.)

- Right to object to automated decision-making. You have a right to object to automated decision-making. However, it is not envisaged that at any time the controller would make decisions by automatic processes.

You can get in touch with the Controller by letter, email or telephone

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