



NOUS & YOU

GENERAL DATA PROTECTION REGULATION 2018

Nous & You is hereinafter referred to as "N&Y"

The effective date of this Statement is 26 February 2019 and supersedes all previous versions.

1. INTRODUCTION

The General Data Protection Regulation (GDPR) applies from 25 May 2018 and substantially increases Data Protection Law.

This law provides a new approach to data protection that:

- a) Expands the rights of individuals to control how their personal data is collected and shared
- b) Places a range of new obligations on organisations to be more accountable for data protection such as storage and use of personal data.

N&Y is committed in accordance with the legal requirements of the GDPR to protecting our Members' privacy. To meet the requirements of this law it is essential that:

- a) N&Y collects any information required for membership to meet the new legal obligations
- b) Members understand how any personal data will be used and stored by N&Y.

Every member of N&Y must by law have access to receive this Statement which explains to Members of N&Y their data protection and how N&Y intends to function as an Association in accordance with this law.

Members are requested to read this Statement and ask for clarification on any issue they do not understand. It is now a legal requirement that to become a Member of N&Y, the Membership Form must be signed and dated.

2. HOW N&Y USES YOUR PERSONAL INFORMATION

As a matter of principle, N&Y collects uses and discloses the minimum personal data to allow it to function. N&Y will rely upon the information provided on the Membership Form.

1. N&Y may process, transfer, share, manage or otherwise use personal data in the following ways:
 - a) For performance of our contract with you as a not for profit organization providing a forum for the Objectives of the Association.
 - b) To record information about you such as, but not exclusively, address and contact details on a register of Members, to maintain such register of Members and support contact with Members.
 - c) To support and facilitate the Objectives of the Association in the organization of events, provision of language courses, communication, seeking of views and such other activities as support and achieve this.

- d) This data may be utilized, managed and stored by both electronic and non-electronic means.
2. N&Y maintains its relationship with you through by, but not exclusively:
 - a) The organization of events and language courses
 - b) Production of communications both internal and external to N&Y
 - c) Marketing
 - d) Promotional and advertising materials
 - e) Maintaining, supporting and developing N&Y's website
 - f) Displaying photographs and other images of Members either singly or as a group.
 - g) Using, processing and storing data by electronic and non-electronic means.
 3. We will share personal information outside N&Y only:
 - a) To any authorities if compelled or required by law
 - b) To fraud prevention authorities to help prevent crime or where fraud is suspected
 - c) To our suppliers or service providers for them to provide services to N&Y or to Members only where necessary for the successful running of the Association.
 - d) To Officers and Committee Members of N&Y
 - e) To Members of N&Y only where this disclosure is necessary to support the organization.
 - f) To display photographs and other images of Members, either singly or as a group, on the website, in marketing material and such other material as supports the Objectives of N&Y
 - g) To authorized organisations in the event of the reorganisation, merger or cessation of N&Y.
 4. N&Y does not directly send any data to any country outside the European Union. In the event that N&Y becomes aware of any data being sent outside the European Union, it will advise you.

3. RETAINING YOUR INFORMATION

N&Y will hold and store your data as a member on secure electronic and non-electronic mediums. N&Y will need to hold your information for as long as you are a Member and for a maximum of up to six years after you have ceased to be a Member. After this time, it will be destroyed.

4. YOUR RIGHTS UNDER GDPR

1. The right to access your personal data and details used for the purposes of processing, how this data is used, managed and the recipients of this data.
2. The right to have your data corrected if it is inaccurate and to have incomplete data completed.
3. The right to erasure of your personal data without delay in certain circumstances which include:
 - The personal data is no longer needed for the purpose for which it was originally intended
 - You withdraw consent to process the information that you previously provided
 - You object to processing under certain rules of the data protection law
 - Your personal data was unlawfully processed.You may not erase this data where N&Y need it to meet a legal obligation or where it is necessary for the establishment, exercise or defence of legal claims or other legal process.
4. The right to restrict processing of your personal data in certain circumstances which may include:
 - You contest the accuracy of the personal data
 - Processing is unlawful, but you oppose erasure

- N&Y no longer needs the personal data for the purpose of our processing but you require personal data for the establishment, exercise of defence of legal claims
 - You have objected to processing. Where processing has been restricted on this basis, N&Y may continue to store your personal data pending verification of that objection.
5. N&Y will only continue to process your personal data:
 - With your consent
 - For the establishment, exercise or defence of legal claims or other legal process
 - For the protection of the rights of another natural or legal person.
 6. You have the right to object to us processing your personal data if it causes unwarranted and substantial damage or distress. If it does, you have the right to require N&Y to stop or not to begin the processing. N&Y will not proceed or continue whilst your objection is assessed.
 7. Objection to the processing of your personal information may affect your membership.
 8. You have the right to receive your personal data from us in either:
 - A commonly used electronic format
 - A mutually agreed format
 - To instruct us to send this data to another organization.

This right does not apply where it would adversely affect the rights and freedoms of others.

9. To the extent that the legal basis for the processing of your personal information is your consent or that processing is necessary for the performance of our contract with you, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before withdrawal.
10. If you consider that our processing of your personal information infringes data protection laws, you have the right to lodge a complaint with the “Commission Nationale de l'Informatique et des Libertés” (CNIL) which is responsible for data protection in France. Contact information is:
 - Telephone 01 53 73 22 2201011 53 73 22 201 53 7301 53 73 22 22 22 222
 - Online by website www.cnil.fr
 - By post to: 3 place de Fontenoy, TSA 80715, 75334 PARIS CEDEX 07.

You can find out more about your rights by going to the “Commission Nationale de l'Informatique et des Libertés” (CNIL) website.