

Halesowen Orchestra – Privacy notice

What is this guide for?

Whenever we need to collect any of your data, we will let you at that point *why* we need to do so and *what* it will be used for, but this guide provides a useful overview of all of those situations and provides more detail on how we keep your data secure and up to date, how long we might hold it for, and what your rights are in relation to it.

Halesowen Orchestra is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulations (GDPR).

Who's responsible for data the orchestra collects?

Halesowen Orchestra is a Data Controller under the GDPR. Halesowen Orchestra's Data Protection Officer is Dr Jane Clarke, contactable via the orchestra website link <http://www.halesowenorchestra.co.uk/contact/>

What data do we collect and what do we use it for?

Halesowen Orchestra collects data from individuals to help us plan, organise and run the day-to-day operations of the orchestra (e.g. co-ordinating rehearsals or collecting subscription payments) and to promote and market the orchestra's activities (e.g. marketing mailing lists and photography/video capture).

Members: for administering membership

When you join Halesowen Orchestra as a member, or during your membership with us, we may need to collect some of the following information on you:

<ul style="list-style-type: none">• Name• Email address• Phone number• Address	<ul style="list-style-type: none">• Photos/video footage• Subscription payments• Bank details (in our secure on-line banking)
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This data will be used by committee members to manage your membership with Halesowen Orchestra and to organise and run our activities.

If you give us your consent to do so, we may also use your contact details to send you appropriate marketing/promotional communications from the orchestra (eg when other orchestras request we publicise their playdays etc.)

Any marketing/promotional communication we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of such future emails) and you can also withdraw consent at any point by contacting the Data Protection Officer or Secretary – Jane Clarke or Trevor Collins, respectively, contactable via the orchestra website link <http://www.halesowenorchestra.co.uk/contact/>.

Employees and contractors: for administration and legal/regulatory purposes

We may need (for administration or for legal/regulatory reasons) to collect personal or sensitive data on employees or contractors of the orchestra. Where this is the case, we will explain what this is for at the point of collection.

Do we share your data with anyone else?

We will never pass your details on to third parties for marketing purposes.

We sometimes use third party services to process your data (e.g. Google Drive). We will always make sure any third parties we use are reputable, secure, and process your data in accordance with your rights under GDPR.

Are there special measures for children's data?

We do not knowingly collect or store any personal data about children under the age of 13.

How can you update your data?

You can contact our secretary, Trevor Collins via the link <http://www.halesowenorchestra.co.uk/contact/> to update or correct the data we hold on you.

How long we will hold your data?

The Halesowen Orchestra's data retention policy is to review all data held on individuals at least every two years and remove data where we no longer have a legitimate reason to keep it.

Where you have withdrawn your consent for us to use your data for a particular purpose (e.g. unsubscribed from a mailing list) we may retain some of your data for up to two years in order to preserve a record of your consent having been withdrawn.

What rights do you have?

Under the GDPR, you have the following rights over your data and its use:

- The right to **be informed** about what data we are collecting on you and how we will use it
- The right of **access** - you can ask to see the data we hold on you
- The right to **rectification** - you can ask that we update or correct your data
- The right to **object** - you can ask that we stop using your data for a particular purpose
- The right to **erasure** - you can ask us to delete the data we hold on you
- The right to **restrict processing** - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated
- Though unlikely to apply to the data we hold and process on you, you also have rights related to **portability and automated decision making** (including profiling)

All requests related to your rights should be made to the Data Protection Officer via the website. We will respond within one month.

You can find out more about your rights on the [Information Commission's Office website](#)

What will we do if anything changes?

If we make changes to our privacy statements or processes we will post the changes here. Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, we will ask for your consent to continue processing your data after these changes are made.

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