



## **PRIVACY STATEMENT**

### **Be in control of your data**

*We want to make sure that you know what data we collect from you as a member of the group, why we need it, and what we do (and don't do!) with it.*

### **Why do we need your data?**

We need to collect and store some of your details, for example your name and email address, so that we can let you know about things like rehearsal and event dates, subscription payments, and social events.

### **What data do we collect from members?**

We collect some of the following types of data from members (we don't collect *all* of this data on *all* members – we only collect it if it's needed):

<ul style="list-style-type: none"><li>• Name</li><li>• Email address</li><li>• Postal address</li><li>• Phone number</li><li>• Emergency contact details</li><li>• Photos/video footage</li><li>• Subscription payments</li></ul>	<ul style="list-style-type: none"><li>• Gift Aid declarations</li><li>• Bank details</li><li>• Medical information</li><li>• Age /DOB</li><li>• Gender</li><li>• Criminal records check</li></ul>
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We check what data we have on members every two years and remove it if we no longer need it. If you leave the group, we'll make sure we stop using and/or delete any data we don't need to keep (e.g. for financial reporting).

### **What do we use it for?**

Any of the information listed above might be needed to manage your membership with the Royal Sutton Coldfield Orchestra and to organise and run our activities. We won't ever use this data for anything else unless you give us your active consent for that additional use.

*If you give us your consent, The Royal Sutton Coldfield Orchestra will add your email to our mailing list for the group's marketing or promotional communications. We will always include opt-out options on all such communications. You can withdraw your consent at any point by contacting the Data Protection Officer.*

### **Do we share your data with anyone else?**

- We will never give your data to third parties for that third party to use.
- We will sometimes use third party services (e.g. Google Drive) to store or process your data. We will always make that they are reputable and secure, and that your data is kept safe.
- If another member of The Royal Sutton Coldfield Orchestra asks for your contact details we will only ever share them if you consent.

### **What can you ask us to do?**

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the Data Protection Officer who will respond within one month.

### **I've got a question– who should I speak to?**

The best person to speak to is the Data Protection Officer – Kathryn Hall.