

Abergavenny Orchestral Society – Privacy Notice

What is this guide for?

Whenever we need to collect any of your data, we will let you know 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.

Abergavenny Orchestral Society (we/us) 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 group collects?

Abergavenny Orchestral Society Committee is a Data Controller under the GDPR. Simon Large is the Data Protection Lead and can be contacted at info@abergavennysymph.org.uk.

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

We collect data from individuals to help us plan, organise and run the day-to-day operations of the group and to promote and market the group's activities.

Members and Friends: for administering membership

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

- Name
- Email address
- Phone number
- Address
- Gift Aid Declaration
- Age (if under 18)

This data will be used by committee members to manage your membership with us and to organise and run our activities.

Event attendees: for processing and managing online bookings for events

Where our events are ticketed online, we need to collect data on the person booking (name and email) in order to allow you access to the event and to send you a confirmation of your reservation/purchase. This data will only be used for administering your access to the event/s for which you have booked and will *not* be used to send you marketing/promotional messages from the group unless you have also provided your consent to receive these (see below).

Members and associates: for administration and legal/regulatory purposes

We may need (for administration or for legal/regulatory reasons) to collect personal or sensitive data on those with particular responsibilities, for example DBS checks for first aiders. Where this is the case, we will explain what this is for at the point of collection.

Mailing list subscribers: for marketing and promotion

We offer everybody the opportunity to sign up (consent) to receive marketing and promotional information on the group's activities (e.g. emails about forthcoming events). When you sign up we will ask for your name and email. We may also ask for your preferred topics and communication methods. These allow us to tailor the information we provide to suit your preferences.

We will *only* send you information that is related to the group (e.g. we will *not* use your data to send you marketing messages from 3rd parties).

Anything we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also do so at any time by contacting the Data Protection Lead.

Website visitors: for running and improving our website

We use cookie technology when a person visits our website to collect and analyse *anonymised* data on how many people have visited, what pages they have looked at and other statistical information. We may also use cookies to allow members to log in and out in order to view a members-only section. See the later section on cookies.

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, MailChimp). 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?

When we collect data for members under the age of 18 we ask for contact details for the parent and not the child. The requirement to gain consent from over 13s is therefore not relevant.

How can you update your data?

You can contact us at any time at info@abergavennysymph.org.uk to update or correct the data we hold on you.

How long we will hold your data?

Our 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.

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 very 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 Lead. We will respond within one month.

You can find out more about your rights on the [Information Commissioner'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.