

PRIVACY POLICY FOR CHELTENHAM SYMPHONY ORCHESTRA

1) What information do we gather?

The files for Patrons and Players of the Cheltenham Symphony Orchestra contain names, addresses, phone numbers, email addresses and subscriptions or gifts made. Where appropriate, a Gift Aid note is recorded. For players, we also record the principal instrument played

Our mailing list file stores names, telephone numbers and email addresses.

2) With whom will we share this information?

The information is collected for internal administrative purposes only and is not shared with any other organisation. Google Drive is used to store the information securely.

3) Payment details

Records of subscription and other payments are kept for 6 years according to tax law. We keep the details secure and do not share them with third parties.

4) How do we process this information, and for what purpose?

3.1 Players

Contact information is used to communicate details of rehearsals, concert repertoire, agenda and minutes of committee meetings, Newsletters and other administrative activities. Where supplied, Gift Aid forms are kept for up to 6 years after the last calendar year to which they relate.

3.2 Patrons

The information is used to communicate details of concerts, Newsletters, Annual General Meetings of the CSO and other administrative tasks. Where supplied, Gift Aid forms are kept for up to 6 years after the last calendar year to which they relate.

3.3 Mailing list supporters

Supporters of the CSO who have requested to be kept informed of forthcoming concerts and who have supplied their email addresses, receive notices via emails in advance of each concert.

5) How long do we keep your personal data?

We keep your personal data as long as it is current and we welcome any amendments you may suggest, as it is our obligation to keep any data we collect as accurate as possible.

6) How do we protect your information?

We follow the Information Commissioner's Office's recommendations for our own data security with password protection and secure backups.

7) What rights do you have to access, change or remove your information?

You have the right to a copy of the information we have collected from you and the right to access, amend or ask us to remove your personal information at any time. If you wish to do so, please email us at: secretary@cheltenhamssymphonyorchestra.info

8) External links on our website

You should be aware that when following a link from our website to another site, the collection and use of your personal information is controlled by the privacy policy of that site. We do not accept any responsibility or liability for the privacy policies of external websites and your use of external websites is at your own risk.

All information is correct at the time of publication. We reserve the right to make alterations should circumstances require it.

8) Questions

If you have any questions relating to the privacy policy, please email us at: secretary@cheltenhamsymphonyorchestra.info

SMStJ

8th May 2018