

Your member data – what we need and why

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"> • Name • Email address • Postal address • Phone number • Emergency contact details • Photo/video footage • Subscription payments 	<ul style="list-style-type: none"> • Gift Aid declarations • Bank details • Medical information • Age/DOB • Gender • Instrument(s) played • Criminal record checks
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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 needed to manage your membership with Magna Sinfonia 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.

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 sometime 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.
- We would like to send you marketing/promotional communications, informing you of future events, activities etc, but will not do so without your consent.
- In order to further the aims of the organisation we encourage communication between members, but would limit the information shared to: Name, Email address & Phone number. We will not share these details without your consent and only with other consenting members.
- Use of photos/video footage is legitimate for promoting our organisation. However we will minimise the risk of someone being identified publically and will not use close-up shots without your consent. All photo/video data will be stored securely and anonymised

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 contact is the Data Protection Officer – Clive Block 07917 105946, clive@magnasinfonia.org.

Where can I view the Magna Sinfonia Data Protection Policy? This can be viewed by members on the orchestra website un the Documents page or request a copy from the Data Protection Officer – Clive Block 07917 105946, clive@magnasinfonia.org.