

### Introduction

The purpose of this privacy notice is to help you understand: how and why we collect personal information about you; what information we collect; and what we do with that information. It also explains the decisions that you can make about your own information.

The Charnwood Orchestra is the data controller of the personal information you provide to us. This means that the committee determines the purposes for which, and the manner in which, any personal data is to be processed. The Orchestra Secretary acts as a representative for the orchestra with regard to its data controller responsibilities and can be contacted at [secretary@charnwoodorchestra.org.uk](mailto:secretary@charnwoodorchestra.org.uk).

### Why We Collect and Use Your Personal Data

#### Orchestra Members

We collect and use your personal data in order to maintain our membership records, plan seating, contact you with important information regarding rehearsals and concerts. We also need to know where you live so that if we need to recover music that you have borrowed we are able to do so. We will include your name and instrument in the programme for every concert that you play in.

We may also send you occasional e-mails about local concerts which we believe may be of interest (e.g. concerts in the local area featuring soloists who have performed with the orchestra), and we may forward requests we receive from other local amateur music groups seeking orchestral musicians.

We will therefore ask you to provide us with your name (as you wish it to appear in programmes); instrument(s); a phone number; your e-mail address; and your home address.

#### Occasional / Additional Players

We collect and use your personal data so that we can contact you if we need to bring in additional players of your instrument for a particular concert. When you perform with us, we will include your name and instrument in the programme.

We will therefore require your name; instrument(s); a phone number and/or e-mail address.

#### Soloists

We use your personal data so that we can fulfil our contract with you. We will ask you to provide us with your name (as you wish it to appear in the programme); contact details as appropriate; and your biography to appear in the programme. We will also ask you for a photograph to be included on our promotional materials and programmes for the concert in which you will be playing, but you have the option to decline to provide this if you do not wish for us to use it for these purposes (see “consent” below). Our treasurer may ask for your bank details if you are to be paid by bank transfer.

#### Audience Mailing List

We collect and use your personal data so that we can contact you with information about forthcoming concerts which may be of interest to you. We will ask you to provide us with an e-mail address in order to enable us to do this.

### **Programme Advertisers**

We use your personal data so that we can fulfil our contract with you, including sending you an invitation to renew your advert each year.

### **Volunteers**

We collect and use your personal data so that we can contact you with requests for assistance with concerts and occasionally with other orchestra events.

## **The Lawful Basis for Processing Information**

The following sets out the lawful basis that we are relying on when collecting and processing personal information about you:

### **Legitimate Interests**

This means the processing is necessary, proportionate and fair for the legitimate interests of you and the orchestra. In addition, personal information may be processed for the legitimate interests of others. For example when we send out e-mail requests from other local amateur music groups, such as choirs, seeking orchestral musicians for a one-off event.

We rely on this lawful reason for processing data for members of the orchestra, and also for processing enquiries from players looking for playing opportunities with us.

### **Contractual Obligations**

We rely on this lawful reason for processing the personal data of soloists and other paid performers. We need to process your personal data in order to pay you and to comply with other contractual obligations set out in your contract.

We also rely on this lawful reason for processing the personal data of our programme advertisers.

### **Consent**

In some cases we will rely on you providing us with your consent to enable us to process personal data.

We will ask for your consent in order to process photographs or other images of you *where that processing is specifically for the purpose of identifying you.*

Audience Mailing List: we will only include on our audience mailing list the personal data of individuals who have given their explicit consent to be contacted for this purpose. You can opt out at any time by replying to an e-mail we have sent with the text "Opt-out" or similar. If you decide to opt out then we will delete your e-mail address from our distribution list and you will no longer be informed about our concerts.

## **How We Collect Your Personal Data**

In order to comply with the GDPR we will inform you when you have a choice about whether or not you wish to provide a specific piece of information. We obtain information about you from either:

- Member details form, which we will ask you to verify annually when you pay your subscriptions;
- Word of mouth, when other musicians pass your data to our "fixer" when we are looking for additional /occasional players. We will always ask if you wish to remain on our player list, and you can request to have your details removed at any time if you no longer wish to be asked to play with the orchestra;
- E-mails you send to us enquiring about playing opportunities with the orchestra;
- Mailing list sign-up form and e-mails sent to us to order tickets for a concert.

## Who We Share Personal Data With

Personal data will be available to members of the orchestra committee for use as appropriate to their role. We may also share contact details of orchestra members, and players enquiring about playing opportunities, with the relevant section leader.

Personal data will not be shared outside of the Charnwood Orchestra unless you have given consent for this.

## Who Processes Your Information

We do not outsource data processing to any third parties, though the current membership database is uploaded to Drop Box (with appropriate encryption) so that it is accessible to members of the committee.

## How Long is Your Data Stored

Personal data will not be kept for longer than is necessary; unrequired data will be deleted as soon as practicable.

The members database will be updated annually as annual subscriptions are received. Since the database also constitutes a record of subscriptions received some of the data (names and amount paid) will need to be retained as a part of our financial records.

Member of the orchestra may request that their contact details be added to the occasional/additional players list when they leave the orchestra, for example if they wish to stay in touch with a view to joining us on tours.

Occasional / additional players may request that their details be removed from our lists at any time. Where any payment has been made to you the records associated with that payment will need to be retained by us as a part of our financial records.

A copy of every concert programme is retained for the orchestra archives.

## Automated Decision-Making

The Charnwood Orchestra does not make any use of automated data processing.

## Data Subjects' Rights

Under data protection legislation, data subjects have the right to request access to information about them that we hold. To make a request for your personal information please contact the Orchestra Secretary at [secretary@charnwoodorchestra.org.uk](mailto:secretary@charnwoodorchestra.org.uk).

You also have the right to:

- Be informed about how we use your personal data;
- Request that your personal data is amended if it is inaccurate or incomplete;
- Request that your personal data is erased where there is no compelling reason for continued processing;
- Request that the processing of your data is restricted;
- Object to your personal data being processed;
- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office (the UK supervisory authority) at <https://ico.org.uk/concerns/>.