



WATFORD PHILHARMONIC SOCIETY UK GENERAL DATA PROTECTION REGULATION PRIVACY POLICY (MEMBERS)

Overview

Watford Philharmonic Society is a registered charity (No 272393) whose mission is to promote the art of music by the study and public performance of choral and orchestral works of the highest quality.

This document represents a statement of our **Privacy Policy for Members**. It pertains to personal data owned by you and given to the Society. The Society processes your personal data to provide you with the services and benefits, set out in our **Terms & Conditions of Membership**, to which you are entitled as a member and for which you pay an annual subscription.

Legal framework

Personal data means any information relating to a living identified or identifiable person. Confidentiality of your personal data is protected by the Data Protection Act and from 25 May 2018, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the Privacy and Electronic Communications Regulations (PECR) 2016. When you renew your membership each year (by completing a renewal form and paying the subscription) you are giving us consent to use the contact information we have on file. Use of your personal data for any other purpose will be explained to you in advance and your specific consent sought.

Data control and processing

The Society's management committee is the data controller and decides, with your consent, how your personal data is processed and for what purposes. The committee complies with its obligations under the UK GDPR by:

- Keeping personal data up to date.
- Storing and erasing it securely.
- Not collecting or retaining data that is not necessary for Society business.
- Protecting your personal data from loss, misuse, unauthorised access and disclosure.
- By ensuring that appropriate procedures are in place to manage and backup such data.

How we use your personal data

We use your personal data for the following purposes:

- To administer membership records.
- To collect and process subscriptions (including the processing of Gift Aid).
- To maintain our financial accounts and records.
- To provide news and information about Society events, activities and services.
- To fundraise and promote the interests of the Society.
- To manage employees, volunteers and professional performers engaged by the Society at any time.
- To register attendance at rehearsals and performances for insurance and Health & Safety purposes.

Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Society with your consent and for purposes connected with Society business. We will only share your data with third parties with your consent or if required to do so by law. The third parties with whom we currently share your data are:

- Rehearsal and performance venues (names only) to register attendance for Health & Safety purposes.
- A full list of performers (names only) is also published in our concert programmes which are on sale to the public.

How long do we keep personal data?

We shall retain your personal data on the following basis:

- Membership details and records of consents will be kept for 24 months after the expiry of your membership, after which they shall be erased (but see next clause below).
- If you authorise us to claim Gift Aid on your subscription, we are required to keep a record of your declaration and your name and contact details on file for a minimum of 6 years and to provide details to HM Revenue and Customs on request.
- An outline record of your Society membership will be kept indefinitely in the Society archives, consisting of your full name; dates of membership; most recent postal address; committee positions held (if applicable).
- You may request erasure of any or all of these details at any time.

Your rights and your personal data

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data:

- To request a full copy of the personal data that the Society holds about you (a Subject Access Request or 'SAR').
- To object to or withdraw your consent to our controlling and processing of your data at any time.
- To request that the committee of the Watford Philharmonic Society corrects any personal data if found to be inaccurate or out of date.
- To request that your personal data is erased if it is no longer necessary for the Society to retain it.
- To opt out of any/all our communications at any time.
- Where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction on further processing.
- To lodge a complaint with the Information Commissioners Office.

Further processing of personal data

If we wish to use your personal data for a new purpose not covered by this Privacy Policy, we will provide you with an explanation of this new use prior to commencing the processing. Where and whenever necessary, we will set out the relevant purposes and processing conditions and seek your prior consent.

WE WILL NOT DISCLOSE PERSONAL DATA TO ANY ENQUIRER WITHOUT SEEKING PROOF OF IDENTITY.

Contact details

To exercise all relevant rights, raise queries or complaints, contact the Society's secretary in the first instance. secretary@watfordphilharmonic.co.uk

Additionally, you can contact the Information Commissioners Office on 0303 123 1113 or via email: <https://ico.org.uk/global/contact-us/email/> at the Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Review

This Policy will be reviewed **annually** by the Society's management committee and adjustments made in accordance with changes in legislation or recommendations. Members of the Society will be advised of any such changes.

Policy originated:	Next review:	Signed off by:
July 2023	July 2024	
	July 2026	

NOTE

This Policy Statement is based on guidelines provided by Making Music (the National Federation of Music Societies) www.makingmusic.org.uk of which Watford Philharmonic Society is a member and from whom further information is available.

<https://www.makingmusic.org.uk/resource/gdpr-template-privacy-notice-and-statements>

The Information Commissioners Office also has some useful material.

<https://ico.org.uk/for-organisations/guide-to-data-protection>