



# WATFORD PHILHARMONIC SOCIETY PRIVACY POLICY

## 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.

We understand that your privacy is important to you and that you care about how your personal data is used and shared online. We respect and value the privacy of everyone who visits our website, and we only collect personal data about you if you contact us and/or freely provide it. We will not disclose or share your personal information without your consent – unless required to do so by law or in the cause of preventing harm or criminal activity.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of it is deemed to occur upon your first use of our website ([www.watfordphilharmonic.co.uk](http://www.watfordphilharmonic.co.uk)) or when you join our mailing list or become a member of Watford Philharmonic Society.

## What does this Policy cover?

This Privacy Policy applies to your use of our website as a visitor or to your membership of Watford Philharmonic Society. Our website may contain links to other websites, in which case we have no control over how your data is collected, processed, or stored. We advise you to check the privacy policies of any such website before providing any data to them.

## 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. As a data subject, you have the following rights under the UK General Data Protection Regulations (GDPR), with which this Policy and our use of personal data has been designed to comply:

- The right to be informed about our collection and use of personal data.
- The right of access to the personal data we hold about you so you can rectify any inaccurate or incomplete information; ask us to delete it; or restrict its use.

Should you have a complaint, please contact us through our website. If we cannot help, you can seek advice from your local Citizen's Advice Bureau or lodge a complaint with the UK's supervisory authority, the information Commissioners Office.

## What data do we collect?

The Society's management committee is the data controller and decides, with your consent, how your personal data is collected, processed and for what purpose.

If you send us an email, we collect your name and email address, and ask you for other information which you may choose to give us including your phone number and postal address. If you become a member of Watford Philharmonic Society, we collect such personal information from you as is necessary to effectively manage your membership and allow you to take part in the activities of the choir and orchestra. As part of our financial record-keeping, we record details of payments members have made to us. We do not place cookies on your computer or device, nor do we use any other means of data collection.

### How do we use your data?

If we do collect any personal data, it will be processed and stored securely, for no longer than is necessary. We will comply with our obligations and safeguard your rights under the UK GDPR at all times. We may use your details to reply to any email you send us and to notify you of information about the activities of Watford Philharmonic Society including concerts, workshops and social events run by ourselves and selected organisations such as other choirs and orchestras. You have the right to withdraw your consent to us using your personal data at any time, and to request that we delete it. We will not share any of your data with any third parties for any purposes without your permission.

### How and where do we store your data?

We keep your personal data on our database only for as long as we need to in order to use it as described above and/or for as long as we have your permission to keep it. Security is very important to us and to protect your data, we have taken suitable measures to safeguard and secure any data we hold about you (even if it is only your email address).

### How can you access your data?

You have the right to ask for a copy of any of your personal data held by us and we will provide any and all information in response to your request free of charge.

### Contacting us

If you have any questions about our website or this Privacy Policy, please contact [secretary@watfordphilharmonic.co.uk](mailto:secretary@watfordphilharmonic.co.uk). Please ensure that your query is clear, particularly if it is a request for information about the data we hold about you.

### Changes to our Privacy and Data Protection Policy

We may change this Policy from time to time (for example, if the law changes). Any changes will be posted on our website and you will be deemed to have accepted altered terms of the Privacy and Data Protection Policy on your first use of our website following the changes. We recommend that you check our website regularly to keep up to date.

This Policy will be reviewed **every two years** 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 2025	
	July 2027	

## **NOTE**

This Policy Statement is based on guidelines provided by Making Music (the National Federation of Music Societies) [www.makingmusic.org.uk](http://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>