

Privacy Statement for new members of North Downs Community Orchestra (NDCO) Registered Charity (No. 1183074)

Your member data – what we need and why

We need some of your details, for example your name and email address,

This information might be needed to manage your membership with the **North Downs Community Orchestra** so that we can let you know about rehearsal and event dates, subscription payments, and social events and to organise and run our activities.

We process your data for these reasons using the lawful basis of 'contract'.

We won't ever use this data for anything else unless you give us your active consent for that additional use.

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• Photos/video footage• Subscription payments	<ul style="list-style-type: none">• Gift Aid declarations• Bank details• Age/DOB
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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. Some data we will need to keep longer for legal reasons, such as financial reporting.

What other purposes might we use it for?

*Because you have given us your email address and are a member of the NDCO, we will add your email to our mailing list for the NDCO's marketing/promotional communications such as for our concerts. We will always include opt-out options on all such communications. You can withdraw your consent at any point by contacting the Data Protection Officer. **Robin Spencer** (robin.spencer@talktalk.net.com)*

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 but we will always make that they are reputable, secure, and GDPR compliant.
- If another member of **NDCO** asks for your contact details we will only ever share them if you consent.

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 speak to is the Data Protection Officer – **Robin Spencer**
(robin.spencer@talktalk.net.com)
