

# Privacy Statement (Draft)– Allington Strings

## 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 is needed**):

Name

Email address

Postal Address

Phone Number

Subscription Payments

Photo video footage

Instrument played

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 be needed to manage your membership with Allington Strings 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 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 Chairman who will respond within one month.

**I've got a question– who should I speak to?** The best person to speak to is the Chairman.