

# General Data Protection Regulations (GDPR) for Walsall Symphony Orchestra - existing members

## 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's needed):

<ul style="list-style-type: none"><li>• Name</li><li>• Email address</li><li>• Postal address</li><li>• Phone number</li></ul>	<ul style="list-style-type: none"><li>• Group photos of orchestra</li><li>• Subscription payments</li><li>• Gift Aid declarations</li></ul>
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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 (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 Walsall Symphony Orchestra 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.

If you give us your consent, Walsall Symphony Orchestra will add your email to our mailing list for communications. 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 (see below).

## Do we share your data with anyone else?

- We will include your email and phone number on a list of members, circulated to all members of the orchestra.
- We will never give your data to third parties.
- If another member of Walsall Symphony Orchestra asks for any other details e.g. your postal address, 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.

## What responsibilities do I have, as a member of the orchestra?

As an orchestra member you have a responsibility to keep secure any contact information on other members. Any data you keep electronically should be password protected and if you retain any hard copies, e.g. a members' contact list, these should be kept in a locked drawer.

## Is there a fuller explanation?

You can access the WSO Data Protection Policy document which is available on the members' page of the WSO website.

## I've got a question– who should I speak to?

The best person to speak to is the Data Protection Officer – Rosemary Cripps, Orchestra Secretary.