

CWYO PRIVACY STATEMENT

What data do we collect and what do we use it for?

Coventry & Warwickshire Youth Orchestra collects data from individuals to help us plan, organise and run the day-to-day operations of the organisation (e.g. co-ordinating rehearsals or collecting subscription payments) and to promote and market the group's activities (e.g. marketing mailing lists and photography/video capture).

What is this guide for?

Whenever CWYO collects data, we will let you know at that point why we need to do so and what it will be used for, but this guide provides a useful overview of all of those situations and provides more detail on how we keep your data secure and up to date, how long we might hold it for, and what your rights are in relation to it.

Coventry & Warwickshire Youth Orchestra is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulations (GDPR).

Who is responsible for data the group collects?

Coventry & Warwickshire Youth Orchestra's Privacy Officer is the Chair of the friends of CWYO Katie McLean who can be contacted at cwyorch@gmail.com.

INDIVIDUAL USE OF DATA

Members and Parents: for membership administration purposes

Please see the separate membership privacy statement

Event attendees: for processing and managing tickets for events

Where our events are ticketed, we may need to collect data on the person booking (name and email) in order to allow you access to the event and to send you a confirmation of your reservation/purchase. This function may be carried out on CWYO's behalf by the box office of the concert venue covered by the venue's own privacy policy. Any data collected by CWYO itself will only be used for administering your access to the event/s for which you have booked and will not be used to send you marketing/promotional messages from the group unless you have also provided your consent to receive these (see below).

Contractors: for administration and legal/regulatory purposes

We may need (for administration or for legal/regulatory reasons) to collect personal or sensitive data on contractors of the group. Where this is the case, we will explain what this is for at the point of collection.

Mailing list subscribers: for marketing and promotion

We offer everybody the opportunity to sign up (consent) to receive marketing and promotional information on the group's activities (e.g. emails about forthcoming events).

When you sign-up to our marketing mailing list we will ask for your name and email address and will use this data to send you information about our events and activities (e.g. forthcoming performances, social events and fundraising events). We may also ask for your preferred topics and communication methods. These allow us to tailor the information we provide to suit your preferences.

We will only send you information that is related to CWYO (e.g. we will not use your data to send you marketing messages from 3rd parties).

Anything we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also do so at any time by contacting the Data Protection Officer as above.

Do we share your data with anyone else?

No, it is kept securely and is not shared with anyone else

We sometimes use third party services to process data. We will always make sure any third parties we use are reputable, secure, and process your data in accordance with your rights under GDPR. We verify that whenever international data transfers are involved with any third party, these will be compliant with the GDPR requirement.

How can you update your data?

You can contact us at any time at cwyorch@gmail.com to update or correct the data we hold on you.

How long we will hold your data?

The Coventry & Warwickshire Youth Orchestra data retention policy is to review all data held on individuals at least every two years and remove data where we no longer have a legitimate reason to keep it.

Where you have withdrawn your consent for us to use your data for a particular purpose (e.g. unsubscribed from a mailing list) we may retain some of your data for up to two years in order to preserve a record of your consent having been withdrawn.

What rights do you have?

Under the GDPR, you have the following rights over your data and its use:

- The right **to be informed** about what data we are collecting on you and how we will use it
- The right of **access** – you can ask to see the data we hold on you
- The right to **rectification** – you can ask that we update or correct your data
- The right to **object** – you can ask that we stop using your data for a particular purpose
- The right to **erasure** – you can ask us to delete the data we hold on you
- The right to **restrict processing** – you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated
- Though unlikely to apply to the data we hold and process on you, you also have rights related to **portability and automated decision making** (including profiling)

All requests related to your rights should be made to the Privacy Officer at cwyorch@gmail.com. We will respond within one month.

You can find out more about your rights on the [Information Commissioner's Office website](#)

What will we do if anything changes?

If we make changes to our privacy statements or processes we will post the changes here. Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, will we ask for your consent to continue processing your data after these changes are made.

November 2019

CWYO PRIVACY STATEMENT – MEMBERS AND PARENTS

This Privacy statement has been designed in line with General Data Protection Regulations (GDPR)

Your member data – what we need and why

We need some of your details, for example your contact details, so that we can let you know about things like rehearsal and concert arrangements, subscription payments, social events and musical opportunities; and other details so that we can comply with safeguarding and child licensing regulations, for example your age, date of birth, school and relevant medical information. We also need contact details for at least one parent so that we can copy all communications to them and contact them in the event of any emergency.

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):

<p>PLAYERS</p> <ul style="list-style-type: none">• Name• Email address• Postal address• Phone number• Age/DOB• Gender• School and school year• Emergency contact details• Relevant medical information	<p>PARENTS</p> <ul style="list-style-type: none">• Name• Email address• Postal address• Phone number• Gift Aid declarations
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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 CWYO, we'll make sure we stop using and/or delete any data we don't need to keep (e.g. for financial reporting).

We would like to keep contact details of our ex-members (Alumni) in order to keep you informed of the orchestra's activities and to invite you to future events. If you do not wish these details to be kept once you have left the orchestra then please contact cwyorch@gmail.com to remove your consent.

What do we use it for?

Any of the information listed above might be needed to manage your membership with CWYO and to organise and run our activities. We may also share information about other

opportunities, e.g. related musical 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. Where data is stored and processed using third party services we will always make sure that they are reputable and secure, and that your data is kept safe. We will also verify that whenever international data transfers are involved with any third party, these will be compliant with the GDPR requirement.
- If another member of CWYO asks for your contact details we will only ever share them if you consent.

What can you ask us to do?

Under the GDPR, you have the following rights over your data and its use:

- The right **to be informed** about what data we are collecting on you and how we will use it
- The right of **access** – you can ask to see the data we hold on you
- The right to **rectification** – you can ask that we update or correct your data
- The right to **object** – you can ask that we stop using your data for a particular purpose
- The right to **erasure** – you can ask us to delete the data we hold on you if you no longer wish to be a member of CWYO.
- The right to **restrict processing** – you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated
- Though unlikely to apply to the data we hold and process on you, you also have rights related to **portability and automated decision making** (including profiling)

All requests related to your rights should be made to the Privacy Officer at cwyorch@gmail.com. We will respond within one month.

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

Please contact the Chair of CWYO, Katie McLean, at cwyorch@gmail.com

November 2019