

DATA PRIVACY NOTICE

CAMBERLEY YOUTH WIND ORCHESTRA

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Camberley Youth Wind Orchestra is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Camberley Youth Wind Orchestra complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorized access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer membership records;
- To fundraise and promote the interests of the Orchestra;
- To manage our members and volunteers;
- To maintain our own accounts and records ;
- To inform you of news, events and activities of Camberley Youth Wind Orchestra ;
- To share your contact details with Surrey Arts/Surrey County Council so they can keep in contact with you regarding Orchestra membership and inform you about activities that will be occurring in the Surrey area and in which you may be interested.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and keep you generally informed about Camberley Youth Wind Orchestra.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with Surrey Arts/Surrey County Council in order to carry out the administration of Camberley Youth Wind Orchestra membership. We will only share your data with any other third party with your consent

6. How long do we keep your personal data?

Specifically, we retain membership information whilst it is still current and associated paperwork for up to 6 years after the calendar year to which they relate.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Camberley Youth Wind Orchestra holds about you;
- The right to request that the Camberley Youth Wind Orchestra corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Camberley Youth Wind Orchestra to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Communications and Data Manager using the contact form on the website www.cywo.org