



## PRIVACY STATEMENT

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### PERSONAL DATA

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Petersfield Orchestra, registered charity no. 267620, is an amateur symphony orchestra. The Orchestra holds and uses personal data on a variety of people with whom it has dealings, as follows:

- **Orchestra members:** For the routine administration of the Orchestra and to communicate rehearsal and concert arrangements: name, address, email, phone number, subscription history, Gift Aid status.
- **Non-member musicians:** To make arrangements with musicians about their involvement with the Orchestra: name, address, email, phone number, instrument played, fees paid.
- **Friends of Petersfield Orchestra:** To administer membership of the Friends scheme and to communicate activities of the Orchestra, in particular forthcoming concerts and ticketing arrangements: name, address, email, phone number, subscription history, tickets bought, Gift Aid status.
- **Mailing List subscribers:** To communicate activities of the Orchestra, in particular forthcoming concerts and ticketing arrangements: name, address, email, phone number, tickets bought.
- **Trustees:** All Trustees are Orchestra members, but some additional data is held for their role as a Trustee to fulfil our legal obligations: National Insurance number, date of birth.

We believe that the holding and use of the data for each of the groups described above is what would be reasonably expected, has a minimal privacy impact and is necessary for interactions between the Orchestra and individual. Therefore, we lawfully process the above data under the 'legitimate interests' basis of the General Data Protection Regulation (GDPR) of May 2018. This means that we do not need to seek formal consent to continue to hold and use this data as described.

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### PHOTOGRAPHY

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Photographs are periodically taken of the Orchestra during rehearsals and performances. These photographs may be used in programmes, publicity material or placed on the Orchestra's website. If you do not want to be included in such photographs, please inform the photographer at the time such photographs are being taken.

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## STORAGE

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Most data is held electronically, although some data, such as Gift Aid mandates, is held on paper records. Paper records are held in a secure filing cabinet. Electronic records are held on computer storage and backed up to commercial cloud storage (currently Microsoft One Drive). In all cases, the electronic storage is password protected.

We use Ticketsource to administer the sale of concert tickets. If you buy tickets for a concert, then your contact details will be held on the Ticketsource system. If the Orchestra makes a payment to you (of a fee, or reimbursement of expenses) through a bank transfer, then your bank account details will be held on the Lloyds Bank system.

Where we do use external providers to store your data (as outlined above) we will ensure that those providers are reputable and secure.

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## ACCESS, SHARING, REVIEW, CORRECTION, RETENTION AND DELETION

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- Access to data is limited to Trustees or individuals who have a legitimate requirement to do so in order to perform their administrative tasks.
- Your data will never be passed to a third party without your specific permission, except in the case of a legal requirement – for example, passing name and address details to HMRC in order to claim Gift Aid.
- You can, at any time, request to see what data we hold on you and we will aim to respond promptly to such requests.
- If you believe any of the data we hold on you is inaccurate, please let us know so that we can update our records as soon as possible.
- We will only retain personal data while we have a legitimate need to hold it. This would normally mean that data will be deleted once a person ceases to have a relationship with the Orchestra. However, some data may need to be held longer for legal reasons, such as Gift Aid data in case of a later query from HMRC. If you wish to terminate your relationship with the Orchestra, please let us know and we will action the deletion of your data promptly.

If you need to contact us in relation to the data we hold on you, you can email [mail@petersfieldorchestra.org.uk](mailto:mail@petersfieldorchestra.org.uk) or write to the Orchestra Secretary, who is currently Louise Wilson, The Courtyard, 3 Blackmoor House, Sotherington Lane, Blackmoor, Liss GU33 6DA.