

# Philomusica Data Privacy Statement

We want to make sure that you know what data we collect from you as a member or as an associate of Philomusica; also, why we need your data, and what we do (and don't do!) with your data. Please read through the information below as we need to ensure that everybody has an opportunity to see this Data Privacy Statement and to ask any questions they may have. If you are content with the statement, we will continue to include you in our mailing list (but you can change your mind at any time – just let us know).

## Why do Philomusica need your data?

We need to collect and store some of your details, for example your name and email address, so that we can send you weekly notices to let you know about things like rehearsal and event dates; also, to contact you about subscription payments, and other activities and events. We use your 'phone number to contact you should we need to cancel an event at short notice (for example, for reasons of severe weather).

## 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>• Subscription payment details</li><li>• Gift Aid declarations</li><li>• Bank details</li></ul>
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We check what data we have on members periodically and remove it if we no longer need it. If you leave Philomusica, we'll make sure we stop using and/or delete any data we don't need to keep. Please note, however, that we may need to retain some pieces of data for a while (e.g. for financial reporting where members have Gift-Aided their subscriptions).

## What do we use it for?

Any of the information listed above might be needed to manage your membership with Philomusica and to organise and run our activities. The committee will only use your data for the group's legitimate internal communications. You can withdraw your data from Philomusica files at any point by contacting the Data Manager (yet to be nominated). You can discuss any issues you may have at any time with a committee member.

## 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 sometimes need to use third party services to store or process your data. We will always make sure that they are reputable and secure, and that your data is kept safe.
- If another member of Philomusica asks for your contact details we will only ever share them if you have given your 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 Manager who will respond within one month.

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

The best person to speak to is the Data Manager, Tim Hodgetts.

Email: [privacy@philomusica.org.uk](mailto:privacy@philomusica.org.uk)

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