

CHESHIRE SINFONIA DATA PRIVACY NOTICE

Cheshire Sinfonia is a charitable organisation whose objective is to advance the aesthetic education of the public by the study and practice of orchestral music and the public performance of such music. In the pursuit of our objective we interact with members, supporters, volunteers and other organisations. This interaction requires the storing and processing of personal data.

This notice, which is provided by the Committee of Cheshire Sinfonia (“the Committee”), describes how we collect and process your personal data. It also outlines the legal basis on which we process your personal data and provides other information required by UK and European data protection laws.

Information about your personal data

"Personal Data" is information that can be used to identify you, directly or indirectly, alone or together with other information. This includes things such as your full name, email address, phone number, and home address.

Cheshire Sinfonia collects, uses, and processes personal data, as outlined in this notice, to fulfil its core function and to provide services to our members and friends.

How we collect and use personal data

We collect your personal data in a number of ways, including:

- When you accept an offer to join as a member of the orchestra;
- When you act as a deputy for an orchestral player;
- When you contract with the orchestra to provide services;
- When you sign up to receive promotional materials;
- When you complete a Gift Aid declaration;
- When you participate in special activities, offers, or programmes;
- When you engage with our online communities or advertising;
- When you connect with us through social media.

We use your personal data to communicate with you on various issues including concert and rehearsal details, orchestra operational matters, information on forthcoming concerts or other events, and contract requirements.

What personal data do we collect?

The personal information we hold and process will generally include some or all of the following:



- Personal identifiers, such as your name
- Contact details, including your postal address, email address and your telephone number
- Details of the membership subscriptions and donations you have made
- Records of your preferences, for example, to be informed of future concerts and events. This will include any explicit consent you have given to your personal data being processed.
- Details of any payments you have received from Cheshire Sinfonia for services provided (for accounting purposes).

How do we disclose and share personal data?

We will disclose members' personal data to the Committee and leaders of sections as required for the operation of the orchestra. Personal data of others will be disclosed to the Committee as necessary so that the Committee can inform them of orchestra events and support opportunities. We may also disclose your personal data to our sister organisation, Cheshire Chorale, for the same purposes.

We may need to pass some of your personal data to HMRC for the purpose of making Gift Aid tax reclaims.

Transfers of your personal data to other countries

Cheshire Sinfonia does not transfer your personal data outside of the European Economic Area (EEA).

Legal basis for processing personal data

For the purposes of applicable data protection laws, Cheshire Sinfonia is the data controller of the personal data you provide to us. As data controller, we process your personal data because we have a legitimate interest in doing so, namely to ensure that the orchestra can operate effectively and provide you with the services that you require. In some circumstances, we may also process your personal data because you have given us your explicit consent to do so, for example where you have asked to join the orchestra or be included on a mailing list for promotional material.

If you have any questions or concerns regarding the processing of your personal data, please contact our chairman, whose details are provided at the end of this notice.

Consent as a basis for processing

In some cases, we will ask for, or you may have given, your consent to process your personal data. You may indicate your consent in a number of ways, including, as permitted by law, ticking a box (or equivalent action) to indicate your consent when providing us with your personal data.



Withdrawing consent

You may at any time withdraw your consent to us processing your personal data, and without affecting the lawfulness of processing based on the consent you provided before you withdrew it. If you wish to withdraw your consent, please contact our chairman. Contact details are provided at the end of this notice.

What if I want to check what information you hold on me?

You have certain rights under data protection laws (for example, the right to withdraw your consent so that we don't keep your information any more, or to ask what information we have about you - all the rights are listed on the Information Commissioner's Office website: <https://ico.org.uk/>).

If you wish to exercise any of these rights, please contact our chairman. Contact details are provided at the end of this notice.

Data retention

We will retain personal data about orchestra members for as long as you remain a member. We may also retain your personal data for a period of time after you have left Cheshire Sinfonia, unless you tell us that you do not wish us to continue to hold your data. We may need to retain data about the donations you have made to Cheshire Sinfonia for up to six years in order to deal with any enquiries from HMRC (or other authorities) about tax reclaims.

In some cases, Cheshire Sinfonia has a legitimate interest in holding your personal data for an indefinite period. This could apply, for example, where you play in the orchestra for specific programmes by invitation.

Where we no longer need to process your personal data for the purposes set out in this notice, we will delete your personal data from our systems. Where permissible, we will also delete your personal data upon your request. To make a deletion request, or if you have any questions about our data retention policy, please contact our chairman. Contact details are provided at the end of this notice.

How do I know you will keep my details safe and use them responsibly?

We will only use your details to contact you about Cheshire Sinfonia. We will never contact you about anything unrelated to our activities.

We implement appropriate technical and organisational safeguards to protect, as far as possible, against unauthorised or unlawful processing of personal data and against accidental



**cheshire
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BEAUTIFUL MUSIC IN BRAMHALL

or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data. Please be advised, however, that we cannot fully eliminate security risks associated with the storage and transmission of personal data.

Children

We do not knowingly collect personal data relating to children under 18. If you become aware that a child has provided us with personal data without parental consent, please contact us as outlined below.

How to contact us

If you have any questions, comments, or concerns about how we handle your personal data, or if you need to contact us for any of the other reasons set out in this notice, then please get in touch with our chairman at ajfroberts1@gmail.com, or by telephone on 07967 852986. We will respond to any reasonable requests as quickly as possible.

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