

## PRIVACY NOTICE

### What is this document for?

Whenever we need to collect any of your data, we will let you 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.

The Delius Society 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's responsible for data the group collects?

The nature of the data processing carried out by The Delius Society is such that it is not required to appoint a Data Protection Officer and the Trustees have decided not to do so. However, the Trustees have decided that a specified individual (the 'Designated Person') should be designated as the person responsible for overseeing the Society's compliance with data protection regulations. Any questions relating to the collection or use of data should be directed to the Designated Person. The current Designated Person is Katharine Richman who can be contacted at [journal@thedeliusociety.org.uk](mailto:journal@thedeliusociety.org.uk).

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

The Delius Society collects data from members to help us plan, organise and run the day-to-day operations of the group (e.g. collecting subscription payments) and to promote and market the group's activities (e.g. marketing mailing lists and photography/video capture). It also collects data from non-members who book through third party websites for Society events.

### Members: for administering membership

When you join The Delius Society as a member, or during your membership with us, we may need to collect some of the following information on you:

<ul style="list-style-type: none"><li>• Name</li><li>• Email address</li><li>• Phone number</li><li>• Address</li></ul>	<ul style="list-style-type: none"><li>• Gift Aid Declarations</li><li>• Bank details</li><li>• Photos/video footage</li></ul>
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This data will be used by committee members to manage your membership with The Delius Society and to organise and run our activities.

If you give us your consent to do so, we may also use your contact details to send you marketing/promotional communications from the group.

Any marketing/promotional communication we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also withdraw consent at any point by contacting the Designated Person – Katharine Richman.

### **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 data 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).

### **Employees and contractors: for administration and legal/regulatory purposes**

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

### **Website visitors**

We do not use cookies on our website.

### **Do we share your data with anyone else?**

We will never pass your details on to third parties for marketing purposes.

We sometimes use third party services (eg Mailchimp, Eventbrite) to process your 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 do not knowingly collect or store any personal data about children under the age of 13.

### **How can you update your data?**

You can contact us at any time at [membership@thedeliusociety.org.uk](mailto:membership@thedeliusociety.org.uk) to update or correct the data we hold on you.

### **How long we will hold your data?**

The Delius Society 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?**

President: Sir Mark Elder CBE

Vice Presidents: Sir Andrew Davis CBE; Lionel Friend ARAM Hon FRBC; Daniel Grimley MA PhD; Paul Guinery ARCM; Bo Holten RaD; Piers Lane AO DUniv HonDUniv HonARAM; Martin Lee-Browne CBE; Julian Lloyd Webber FRCM

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 Designated Person, Katharine Richman at [journal@thedeliussociety.org.uk](mailto:journal@thedeliussociety.org.uk). We will respond within one month.

You can find out more about your rights on the [Information Commission'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.