



PRIVACY NOTICE OF FRIENDS OF THE HAMPSHIRE COUNTY YOUTH ORCHESTRA

Introduction

EU General Data Protection Regulations (GDPR) apply from 25 May 2018. Friends of the Hampshire County Youth Orchestra (FHCYO) has prepared this notice, to explain how we handle personal data, where it comes from, who it is shared with and what we do with it.

What is personal data?

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the GDPR regulations. FHCYO is the 'controller' of personal data provided to us and decides how your personal data is processed and for what purposes.

What sources do we collect data from?

We collect personal data from the following sources:

- Membership data provided to us by Hampshire Music Service, following the positive consent given on the Membership Acceptance Form;
- Data provided to us when you sign up to receive the e-newsletter
- Data provided to us when you sign up for volunteering support
- Data provided to us when you signed up for Life Membership or were awarded Honorary Membership
- Completion of Gift Aid forms

The personal data provided to FHCYO may include the following fields:

- First Name and Surname of Orchestra member;
- Instrument played
- School Year group;
- Address and Postcode;
- Home Telephone
- Mobile Number;
- Parent member/Life member first name and surname;
- Parent member/Life member email address;

How do we process your personal data?

We process your personal data for the following purposes:

- To enable us to provide a voluntary service to meet the objectives of FHCYO as specified in our constitution;
- To provide and circulate our regular newsletter, which may contain information about our fundraising activities;
- To manage our volunteers, for example in running the tuck shop and organising busking event participants;
- To administer dress hire;
- To seek feedback on our activities;
- To provide invitations to our social and reunion activities;
- To maintain our own accounts, enable an annual independent audit of the accounts and process Gift Aid applications with HM Revenue and Customs.

Patron: David Owen Norris MA FRAM FRCO

Registered Charity No: 270998 • Website: www.hcyo.org.uk • Email: friends.of.hcyo@gmail.com

Registered Office: 33 Clare Mead, Rowledge, FARNHAM, Surrey GU10 4BJ

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One of the lawful bases that we process your data on is called legitimate interests. When personal details are provided, we use this for the legitimate operation, management and communication of our activities. However, we will always consider the need to process your information in a proportionate, reasonable way and balance any potential privacy impact on you and your rights.

In issuing invitations to join fundraising campaigns we will process your personal data on the basis that you have given your consent. Your data is not processed for any further purposes other than those detailed in this notice. We do not sell your data.

We use the following applications to support the management and coordination of our activities, as well as build awareness. Each site has its own security and privacy policies which you can refer to, to understand their approach to complying with GDPR, keeping your personal data secure and understanding when your data may be held outside the European Economic Area.

<https://signup.com/>

<https://mailchimp.com/>

<https://www.dropbox.com/>

<https://www.google.com/gmail/>

<https://www.surveymonkey.com/>

<https://mydonate.bt.com/charities/friendsofthehampshirecountyouthorchestra>

<https://www.easyfundraising.org.uk/causes/fhcyo/>

If in the future, we wish to use your personal data for a new purpose, not covered by this privacy notice, then we will provide you with a new notice explaining this new use prior to commencing the processing. Where necessary, we will seek your prior consent to the new processing.

How long do we hold personal data for?

We have implemented measures to regularly review the personal data we hold to ensure that it is being kept for a relevant purpose, is up-to-date and kept secure.

Please be aware that your data may be retained in line with regulatory requirements and guidance, in order that we can meet the requirements of UK tax law in relation to our financial records and processing of Gift Aid.

Getting in touch and telling us of changes

You can tell FHCYO at any time, by contacting us at friends.of.hcyo@gmail.com if you no longer wish to receive email communication or the newsletter from FHCYO, or no longer wish us to hold your personal data. The option to unsubscribe is always provided with our e-newsletter.

If at any point, you believe the information we process on you is incorrect, you can request to see this information and have it corrected. You also have the right to have your personal data erased.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Chair by email at friends.of.hcyo@gmail.com. If you are not satisfied with our response or believe we are processing your personal data otherwise than in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Feedback on this privacy notice

Any questions or feedback in relation to this privacy notice may be addressed to FHCYO at the following email address: friends.of.hcyo@gmail.com