

## KEMS (KING EDWARD MUSICAL SOCIETY OF MACCLESFIELD) PRIVACY NOTICE

### What is this guide for?

Whenever KEMS needs to collect any of your data, we will let you know at that point *why* we need to do so and *what* it will be used for, however, 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.

KEMS 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 Regulation (GDPR).

### Who's responsible for data the group collects?

KEMS is a Data Controller under the GDPR. KEMS' Data Protection Officer is Richard Moss who can be contacted at [data@kems.org.uk](mailto:data@kems.org.uk)

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

KEMS collects data from individuals to help us plan, organise and run the day-to-day operations of the group (e.g. co-ordinating rehearsals or collecting subscription payments) and to promote and market the group's activities (e.g. marketing mailing lists and photography/video capture).

#### Members: for administering membership

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

<u>Mandatory</u>	<u>As required</u>
<ul style="list-style-type: none"><li>• Name</li><li>• Email address</li><li>• Phone numbers</li></ul>	<ul style="list-style-type: none"><li>• Address</li><li>• Gift Aid Declarations</li><li>• Photos/video footage</li></ul>

This data will be used by KEMS to manage your membership and to organise and run our activities.

We may also use your contact details to send you marketing/promotional communications from the group and from other musical organisations if you have not opted out of this service.

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 Data Protection Officer – email to [data@kems.org.uk](mailto:data@kems.org.uk)

#### Event attendees: for processing and managing tickets for events

Where our events are ticketed, we 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.

## **Mailing list subscribers: for marketing and promotion**

We offer everybody the opportunity to sign up (consent) to receive marketing and promotional information on the group's activities (e.g. emails about forthcoming events).

When you sign-up to our marketing mailing list we will ask for your name and email address and will use this data to send you information about our events and activities (e.g. forthcoming performances, social events and fundraising events). We may also ask for your preferred topics and communication methods. These allow us to tailor the information we provide to suit your preferences (e.g. email vs post).

We will *only* send you information that is related to the group (e.g. we will *not* use your data to send you marketing messages from 3<sup>rd</sup> parties).

Anything we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also do so at any time by contacting the Data Protection Officer: email to [data@kems.org.uk](mailto:data@kems.org.uk)

## **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 to process your data (e.g. Google Drive, Muzodo). We will always make sure any third parties we use are reputable, secure, and process your data in accordance with your rights under GDPR.

## **Are there special measures for children's data?**

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 [data@kems.org.uk](mailto:data@kems.org.uk) to update or correct the data we hold on you.

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

The KEMS data retention policy is to review all data held on individuals at least every three 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 three years in order to preserve a record of your consent having been withdrawn.

## **What rights do you have?**

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 Data Protection Officer at [data@kems.org.uk](mailto:data@kems.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.

# **Use of Cookies**

## **What are 'cookies'?**

'Cookies' are small text files that are stored by the browser (for example, Internet Explorer) on your computer or electronic device. They allow websites to 'remember' you for a period of time so that they can store things like user preferences and make the website quicker and easier for you to use.

## **How does the KEMS website use cookies?**

KEMS does not use cookies on its website [www.kems.org.uk](http://www.kems.org.uk)