

## PRIVACY NOTICE - STROUD SYMPHONY ORCHESTRA

### 1) Information we store

The files for members of the Stroud Symphony Orchestra contain names, addresses, phone numbers, email addresses and subscriptions or gifts made.

Our mailing list file stores names and email addresses.

### 2) Information Sharing

The information about members is collected for internal administrative purposes and is not shared with any other organisation except that for the information required in submitting Gift Aid claims to HMRC.

Our mailing list is not shared with any other organisation.

### 3) Payment details

Records of subscription and other payments are kept for 6 years according to tax law. We keep the details secure and do not share them with third parties except as mentioned above in Gift Aid claims.

### 4) Purposes for which the information is required

Members: Contact information is used to communicate details of rehearsals, concert repertoire, agenda and minutes of AGMs and other administrative activities. Gift Aid forms are retained for six years after they are no longer in force.

Mailing list supporters: Supporters of the SSO who have requested to be kept informed of forthcoming concerts and who have supplied their email addresses, receive notices via emails in advance of each concert.

### 5) Retention and accuracy of data

We keep your personal data as long as it is current and we use the annual membership form to maintain its accuracy.

### 6) Security of Information

We follow the Information Commissioner's Office's recommendations for our own data security with password protection and secure backups.

### 7) Access Rights

You have the right to a copy of the information we have collected from you and the right to access, amend or ask us to remove your personal information at any time. If you wish to do so, please email us at: [info@stroudsymphony.org.uk](mailto:info@stroudsymphony.org.uk)