

# RADLETT MUSIC CLUB

## Privacy Statement (existing and prospective members)

This Privacy Statement is made pursuant to the General Data Protection Regulations (“**GDPR**”) and is intended to provide you with a brief statement about what data we collect from you as a member, or prospective member, of the Radlett Music Club (“**Club**”), why we need it and what we do (and don’t do!) with it.

The Club has developed its Data Protection Policy (“**Policy**”) which is more detailed than this Privacy Statement and which covers data collection, use, retention and protection. This is available to members upon request and is published on the Club’s website.

Please note that this Privacy Statement is only intended to be a summary of the key aspects about personal data as set out in the Policy. For a full understanding of these matters, please rely upon the Policy rather than this Privacy Statement.

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We need to collect and store some of your details, for example your name, address and email address, so that we can let you know about things like concert dates, subscription payments, club meetings and social events.

### **What data do we collect from members?**

We collect some of the following types of data from members (we do not collect *all* of this data on *all* members – we only collect it if it is needed):

- Name
- Email address
- Postal address
- Phone number
- Subscription payment
- Gift Aid declarations

In accordance with the Policy:

- we will check what data we have on members and remove it if we no longer need it;
- an equivalent check will be made at intervals of approximately two years ;
- if you leave the Club, we will make sure we stop using your data and we will take all practical measures to delete/destroy any data we do not need to keep.

### **What do we use the data for?**

Any of the types of data listed above might be needed to manage your membership of the Club and to organise and run our activities. We do not need your express consent to use your data for these purposes because these uses, which the GDPR terms ‘contract’ and/or ‘legitimate interests’, are implicit in your being a member.

We will never use your data for anything else unless you give us your active consent for that additional use.

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

- We will never give your data to third parties for that third party to use.
- If another member of the Club asks for your contact details, we will only ever share them if you consent.
- We will sometimes use third party services (e.g. Committee members storing the data they hold on iCloud or Google Drive). We will always make sure that that they are reputable third parties and that access to the data is password protected.

### **What can you ask us to do?**

At any time, you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it although there may be some data that the Club is lawfully entitled to retain, either indefinitely or for a period (e.g. gift aid declarations for 6 years following the end of the accounting year to which they relate). Any request to stop using or erase data is subject to the Club's lawful rights and the other matters referred to in the Policy. To request any of these steps, please contact either the Honorary Secretary or the Membership Secretary.