**GENERAL DATA PROTECTION REGULATION (GDPR)**

The GDPR came into effect as of 25 May 2018. The aim of this legislation is to protect us all from privacy and data breaches. It aims to provide greater control over who is holding and using personal data.

The main changes that GDPR brings are:-

* It affects all organisations operating within the EU, irrespective of where they are based.
* Increased penalties for data breaches and non-compliance.
* Strengthening of consent – providing clear information before data is shared with greater ease of unsubscription.
* Easier access to data held by others.

Privacy Policy

This privacy policy sets out how the SSO uses and protects any personal information that you give us by any means.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified by any form of communication, you can be assured that it will only be used in accordance with this Privacy Statement.

The SSO may change this policy from time to time by updating the relevant page on its website. You should check this page from time to time to ensure that you are happy with any changes.

This policy is effective from May 2018.

Applicable Law

The SSO holds your data in compliance with applicable law, including GDPR, in order to carry out the legitimate purpose of the SSO.

What Information do we collect

The SSO may collect the following information:

* Your name
* Your contact information including postal and e mail address and telephone numbers
* Subscription details, payment records, income tax status for the purposes of Gift Aid
* Other information relating to attendance at rehearsals

What we do with the information we gather

The SSO uses your personal information held to undertake its activities as a community orchestra for the following reasons:

* Internal record keeping
* Promotional communications about the SSO, our concerts and any other events in which members may be interested
* Other communications required for the successful running of the organisation

Security

The SSO is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online or by any other means. When we need to communicate with multiple members using a distribution list we will use the blind copy (BCC) to hide their details.

Links to other Websites

The SSO website may contain links to other websites of interest, and to our Facebook and Twitter account pages. However, once you have used these links to leave our site, you should note that we do not have any control over that website or social media site. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement.

Controlling your personal information

The SSO will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. You may choose to restrict the collection or use of your personal information at any time by writing to us or e mailing us via the link on our website and asking us to remove your details from our records.

You may request details of personal information which the SSO holds about you. If you would like a copy of the information we are holding about you please write to us or e mail via the link on our website.

If you believe that any information we are holding is incorrect or incomplete, please contact us as soon as possible and the SSO will correct it.

Data retention

The SSO will only retain your personal data for as long as necessary to fulfil the purposes we collected it for.

Your Legal Rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data. Theses include access, correction, erasure and the right to withdraw your consent.

You can see more about these rights at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise any of the rights set out above please write to us or use the e mail link on our website.