



# ***Bristol Millennium Orchestra***

## ***Privacy Statement***

*(Pro-forma taken from Making Music)*

### **Why do we need your data?**

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

As part of your role as Member or Deputy with Bristol Millennium Orchestra (BMO) or as a result of you contacting the BMO, we need some of your details to manage the work you do with us. This might include things like arranging rehearsal and performance schedules or paying expenses.

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

We collect some of the following types of data from individuals (we don't collect *all* of this data on *all* individuals – we only collect it if it's needed):

<ul style="list-style-type: none"><li>• Name</li><li>• Email address</li><li>• Postal address</li><li>• Phone number</li><li>• Emergency contact details</li><li>• Photos/video footage</li><li>• Subscription payments</li></ul>	<ul style="list-style-type: none"><li>• Gift Aid declarations</li><li>• Bank details</li><li>• Medial information</li><li>• Age /DOB (if U18)</li><li>• Previous musical experience</li></ul>
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We check what data we have on individuals every two years and remove it if we no longer need it. If you leave the group or withdraw your consent, we'll make sure we stop using and/or delete any data we don't need to keep (e.g. for financial reporting).

### **What do we use it for?**

Any of the information listed above might be needed to manage your relationship with Bristol Millennium Orchestra (BMO) and to organise and run our activities. We won't ever use this data for anything else unless you give us your active consent for that additional use.

*If* you give us your consent, BMO will add your email to our mailing list for the group's marketing/promotional communications. We will always include opt-out options on all such communications. You can withdraw your consent at any point by contacting the Data Protection Officer.

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

- We will never give your data to third parties for that third party to use, unless we are required by law to do so for a specific purpose – e.g. for financial reporting.
- We will sometimes use third party services (e.g. Google Drive) to store or process your data. We will always make sure that they are reputable and secure, and that your data is kept safe.
- If a member of BMO asks for your contact details, we will only ever share them if you consent.

### **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. To request any of these, please contact the Data Protection Officer who will respond within one month.

### **I've got a question– who should I speak to?**

The best person to speak to is the Data Protection Officer – Kate Blackie.

[admin@bristolmillenniumorchestra.co.uk](mailto:admin@bristolmillenniumorchestra.co.uk)