

The Old Barn Orchestral Society

Privacy Policy

1. Introduction

The Old Barn Orchestral Society (“**OBOS**”, “**we**”, “**us**”, or “**our**”) respects your privacy and is committed to protecting your personal data.

Please read this Privacy Policy carefully – it describes why and how we collect and use personal data and provides information about your rights. It applies to personal data provided to us, by individuals themselves or by third parties.

We keep this Privacy Policy under regular review. It was created on 27 February 2019.

2. About us

OBOS is a voluntary orchestral society open to individuals approved by the trustees, these individuals are called “**members**”. We are also open to individuals that do not need to be approved by the trustees, these individuals are invited to subscribe (annually) as a “**friend**” as opposed to a member.

OBOS is the entity that determines how and why your personal data is processed. This means that we are the ‘controller’ of your personal data for the purposes of data protection law.

3. Personal data that we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you. When you apply to become a member we will collect:

- First name
- Last name
- Email address
- Home address
- Contact number(s)
- Emergency contact details (optional)
- What instrument you play

At our rehearsals and concerts we may, on occasion, take images or video/audio recordings (“**recordings**”) of you in an individual or group setting. We will always publicise in advance or on the day prior to these recordings being taken/made. You may choose to opt out of being recorded – if you wish to opt out please inform the Concert Manager so that we can avoid recording your image and/or make edits to recordings as required.

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When you apply to be a friend we will collect:

- First name
- Last name
- Email address
- Home address

We **do not** collect 'Special category' data about you (details about your race or ethnicity, religious or philosophical beliefs, sexual orientation, political opinions, trade union membership, information about your health etc.).

4. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

Members

- To register you as a member and to manage our relationship with you
- To include your email address on our mailing list
- To include your details on the OBOS Performers List (this is a voluntary list and you will only appear if you have requested to be included when you complete your membership application, if you no longer wish to be listed please inform the Membership Secretary¹)
- To feature recordings of OBOS members carrying out activities at OBOS events on the [OBOS website](#) and other relevant publicity (recordings will be made with prior notice, if you do not wish to be featured please inform the Concert Manager / Web Editor).

Friends

- To register you as a Friend and manage our relationship with you
- To include your email or home address on our mailing list

5. Who we share your personal data with

Your personal data will be collected and processed primarily by the OBOS Membership Secretary. We may have to share your personal data with the parties set out below for the purposes outlined in section 4:

- OBOS Treasurer
- OBOS Concert Manager (in relation to the OBOS Performers List)
- OBOS Friends Secretary
- OBOS Web Editor

If you have opted to be included on the OBOS Performers List we will share your personal data (name, contact number / email address) with other third party musical entities, on request, in

¹ Contact details for all OBOS personnel can be found on the [OBOS website](#)

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connection with performance opportunities for a specific musical event. If at any time you wish to be removed from this list please contact the Membership Secretary.

We require all parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow the above parties to use your personal data for their own purposes – we only permit them to process your personal data for specified purposes and in accordance with our instructions.

6. Lawful basis for processing

Data Protection Legislation requires that we meet certain conditions before we are allowed to use your data in the manner described in this notice, including having a "lawful basis" for the processing. The basis for processing will be as follows:

- **Legitimate interests.** The data will be collected and processed strictly for the purposes set out in section 4. The 'legitimate interests' are beneficial to both OBOS and the members / friends, and the processing of the data on this basis will enable OBOS to provide the services offered.

7. International transfers

We do not transfer your personal data outside the European Economic Area (EEA).

8. Information security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have established procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

9. Data retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

10. Your rights

Under certain circumstances, you may have the following rights under data protection legislation in relation to your personal data:

- Right to request access to your personal data;
- Right to request correction of your personal data;
- Right to request erasure of your personal data;
- Right to object to processing of your personal data;
- Right to request restriction of the processing your personal data;
- Right to request the transfer of your personal data; and
- Right to withdraw consent.

If you wish to exercise any of these rights, please contact the OBOS Chair.

Contacting us

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Please note that the OBOS Chair serves as the appointed Data Protection Officer. If you have any questions about this Privacy Policy, including any requests to exercise your legal rights, please contact the Chair at oldbarnos@gmail.com.

11. Complaints

If you wish to complain about our use of personal data, please send an email with the details of your complaint to oldbarnos@gmail.com so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Information Commissioner's Office (**ICO**) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the [ICO website](#).