

# Dumfries and Galloway Youth Orchestra (DGYO)

## Privacy Statement for new members

### Your personal data – what we need and why

We need 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 and social events.

### What data do we collect from members?

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

- Name
- Email address
- Postal address
- Phone number
- Emergency contact details
- Photos/video footage
- Medical information
- DOB
- Gender

We check what data we have on players every two years and remove it if we no longer need it. If you leave the DGYO 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 membership with DGYO 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 DGYO will add your email address to our mailing list for the group's marketing/promotional communications. We will always include opt-out options on all such communications. We may also, if you consent, use photos which may show your face on our website or on Facebook. 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. We will sometime use third party services (e.g. Dropbox or Google Drive) to store or process your data but we will always make that such services are reputable and secure, and that your data is kept safe.
- If another member of DGYO 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 as quickly as possible and certainly within one month.

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

The best person to speak to is the Data Protection Officer – currently David Howdle.

### New member confirmation

**Dumfries and Galloway Youth Orchestra (DGYO)**

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I am aware that the Solway Sinfonia will collect, hold and use some of my data for membership administration purposes.

Name: ..... Signature: .....

Date: .....

**Marketing and promotions (optional)**

- I would like to be added to the mailing list for the Solway Sinfonia's marketing (e.g. emails about our forthcoming events). Please delete as appropriate. 

YES	NO
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- I consent to photographs from which I may be identified being used on the Solway Sinfonia's website and Facebook page. Please delete as appropriate. 

YES	NO
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