



Maidstone Wind Symphony Privacy Statement

Data Collection

Maidstone Wind Symphony (MWS) collects and retains personal data in relation to its members, volunteers, friends and freelance musicians. That personal data may include some or all of the following personal data:

- e-mail address
- mobile 'phone number
- home 'phone number
- home address
- banking details e.g. bank account numbers, credit card numbers
- images e.g. photographs, video footage (NB Individual names will never be with images except to promote a soloist performing with MWS, in which case individual permission will be sought.)
- medical condition ¹(see legal basis for processing data)
- date of birth²

Data Uses

MWS processes personal data for the following purposes:

1. Orchestra Administration and Management

- Contact regarding MWS rehearsals, MWS concerts, other MWS events e.g. workshops and masterclasses
- Management of MWS concerts and other MWS events e.g. workshops and masterclasses
- Published material e.g. MWS website, concert programme
- Processing of membership fees
- Processing of ticket sales
- Administration of emergency medical treatment¹
- Provision of child protection safeguards²

2. Freelance Musician and Solo Performance Services

- Payment of fees for professional freelance musicians
- Payment of expenses for freelance musicians
- Published materials e.g. MWS website, concert programme

¹ Only where necessary and provided by the data subject in order to ensure appropriate emergency treatment

² Only for data subjects aged under 18 in order to ensure the compliance with child protection legislation and regulations

- Administration of emergency medical treatment¹
- Provision of child protection safeguards²

3. Orchestra Marketing & Promotion

- Promotion of MWS concerts and other MWS events e.g. workshops and masterclasses
- Processing of ticket sales

Legal Basis for Processing Data

MWS processes personal data for the legitimate interests of furthering its charitable objectives of providing social, educational and recreational benefits to its members. MWS does not consider this to be overridden by any individual's interest or fundamental rights and freedoms

Where necessary, MWS will obtain an individual's consent for the processing of his or her personal data.

For those under 18 years of age, MWS also processes special categories of data relating to an individual's health. MWS will request the individual's explicit consent for the processing of such special categories of data.

Data Security and Protection

MWS makes every effort to ensure that the personal data it holds and processes is managed in compliance with UK Data Protection legislation and the General Data Protection Regulations.

Data Sharing

Any data held by MWS is visible only to members of the MWS committee subject to the following exceptions.

MWS uses third party services to store or process personal data but makes every effort to ensure that these service providers are reputable and afford levels of security and protection in relation to personal data that comply with UK Data Protection legislation and the General Data Protection Regulations.

MWS may pass an individual's personal data to the service providers listed below:

Service Provider	Purpose
Googlemail	eMail Communications
Drop Box	Record Keeping
Muzodo	Rehearsal and Concert Scheduling / Management
Facebook	Marketing & Promotion

Twitter	Marketing & Promotion
Mailchimp	Marketing & Promotion Communications
Stripe	Financial Transactions

Legal (Statutory or Contractual) Requirement to Provide Personal Data

There is no legal or statutory requirement for any individual to provide MWS with their personal data.

Data Retention

If an individual ceases to be a member of MWS, MWS will ensure that any personal data associated with that member is deleted within six months of cessation of the relationship unless it is required by law e.g. for financial reporting.

In any event, MWS will review the personal data it holds every two years and remove any personal data no longer needed.

Where any part of the processing of personal data is based on consent, MWS will stop processing that data in the event that consent is withdrawn.

Data Protection Rights:

In accordance with DPA and GDPR, individuals (“Data Subjects”) have specific rights. MWS is required to make individuals aware of the existence of these rights. They are in summary:

- The right to request from MWS (the “Data Controller”), access to their personal data;
- The right to request rectification of their personal data;
- The right to request erasure of their personal data;
- The right to request a restriction on the processing of their personal data
- The right to object to the processing of their personal data; and
- The right to data portability

Withdrawal of Consent to Hold or Process Personal Data

Where any part of the processing of personal data is based on consent, the individual may withdraw consent to the processing of that data at any time.

The Right to Complain.

Should any individual believe that MWS has failed to comply with DPA and GDPR legislation, he/she has the right to lodge a complaint with the Information Commissioners Office (ICO), which is the regulatory authority for data protection. For more information you can visit the ICO website at www.ico.gov.uk.