



GRIMSBY CONCERT SOCIETY  
DATA PROTECTION AND PRIVACY POLICY

This policy statement describes the way the society manages the personal information it holds. It was approved by the committee at its meeting on 19<sup>th</sup> June 2018.

The society holds the following categories of personal information:

- Names, postal addresses, phone numbers, and email addresses of members, supplied when they apply for membership of the society,
- Names, postal addresses, phone numbers, and email addresses of ex-members, supplied when they applied for membership of the society,
- E-mail addresses of non-members, who have chosen to be kept informed by this medium, of concerts and other events organised by the society,
- The names and postal addresses of non-members who have chosen to be kept informed by this medium of concerts and other events organised by the society.

The information is stored by the treasurer in an encrypted database on a desktop computer. Personal data is used for the following purposes:

- To produce mailing lists for brochures and for AGM papers,
- To contact members on administrative matters,
- To contact members and non-members about concerts, events and programme changes.

The society does not share any of the information with other organisations. Information about members is used on the basis of legitimate interest: that is, its use is part of the natural process of running the organisation and serving its members and consent to use the data in this way is implicit in its provision. The addresses of non-members are used only with their explicit consent. Information about members is retained as long as they continue their membership. When members cease membership they are asked whether they wish to continue to receive communications from the society. If they do their details are added to the list of non-members. If they do not, their information is deleted from the database. Information about non-members is retained as long as they wish to receive communications from us. Every communication sent on behalf of the society contains information on how to unsubscribe from the mailing list. The chairman is responsible for enforcing the application of this policy, in consultation with the other committee members. It is the responsibility of the treasurer to manage the database in accordance with this policy.