



Membership form

In order to add you to our membership records, please could you provide the following information:

Name: _____

Instrument: _____

Postal address: _____

Email address: _____

Telephone number: _____

Your member 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, subscription payments, 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):

<ul style="list-style-type: none">• Name• Email address• Postal address• Phone number• Emergency contact details• Photos/video footage• Subscription payments• Gift Aid declarations	<ul style="list-style-type: none">• Bank details• Medical information, if relevant• Age/DOB• Gender• Criminal records check• Doodle poll availability• Inclusion of name in concert programme
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We check what data we have on members every two years and remove it if we no longer need it. If you leave the group, 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 St Albans Symphony Orchestra 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, St Albans Symphony Orchestra 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. Our full privacy policy is available on our website, www.saso.org.uk.

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. Google Drive) to store or process your data but we will always make that they are reputable and secure, and that your data is kept safe.
- If another member of St Albans Symphony Orchestra 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, Karen McLaren (chair@saso.org.uk).

New member confirmation

I am aware that St Albans Symphony Orchestra will collect, hold and use some of my data for membership administration purposes.

Name:

Date:

Marketing and promotions (optional)

- I would like to be added to the mailing list for St Albans Symphony Orchestra's marketing (e.g. emails about our forthcoming events)

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