



## Your data – what we need and why

As part of your role as [an event volunteer/Music Director/Workshop leader] with St Albans Symphony Orchestra we need some of your details to manage the work you do with us. This might include things like arranging work schedules or paying expenses and invoices.

### What data do we collect?

We will collect the following types of data:

<ul style="list-style-type: none"><li>• Name</li><li>• Email address (business/personal)</li><li>• Postal address (business/personal)</li><li>• Phone number (business/personal)</li><li>• Emergency contact details</li><li>• Bank details</li><li>• Photos/video footage</li></ul>	<ul style="list-style-type: none"><li>• Unique Tax Reference number</li><li>• VAT number</li><li>• Medical information</li><li>• Age/DOB</li><li>• Gender</li><li>• Criminal records check</li><li>• Inclusion of name in concert programme</li></ul>
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We check what data we hold on individuals we work with every two years and remove it if we no longer need it. If you stopping working/volunteering/with us, 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 by committee members to manage your relationship 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](http://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 (unless we are required by law to do so for a specific purpose – e.g. for financial reporting). We will sometimes 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 a 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](mailto:chair@saso.org.uk)).

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# Confirmation

I am aware that St Albans Symphony Orchestra will collect, hold and use some of my data for administration purposes related to my role with the group.

Name: .....

Date: .....

## Marketing and promotions (optional)

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