



New Member Data Collection Form

Welcome to Worcester Philharmonic Orchestra (WPO), we hope you will enjoy making music with us.

We want to make sure that you know what data we collect from you as a member of WPO, why we need it, and what we do (and don't do!) with it. Please read the information overleaf (a copy will also be e-mailed to you by the Secretary) and then **complete the details below**.



Please **tick** this box to confirm that you are aware that Worcester Philharmonic Orchestra will collect, hold and use some of your data for membership administration purposes.

Name:		Date:
E-mail Address:		
Telephone No. 1:		
Telephone No. 2:		
Postal Address:		
Instrument:		

Please **tick** the boxes below to let us know if you give the appropriate consents (you can change your mind at any time by e-mailing the WPO secretary).

I consent to receiving e-mails about WPO social & fundraising activities

I consent to the use of my photograph to publicise WPO

I consent to receiving e-mails advertising local organisations' music related events

Please return this completed form to the WPO secretary at rehearsal.

WPO Secretary: Heather Barnes (flute), e-mail: WorcesterPhilharmonic@gmail.com

Why do we need your data?

Legitimate Use:

For WPO members, we hold your name, home address, email address, telephone number(s), fees paid data and gift aid declarations. All this is held for admin purposes so we can check whether you are a current member of WPO and contact you about rehearsal and concert arrangements, subs payment and track the issue and return of music. Our preferred method of contact is e-mail but we will use the telephone in case of emergency (eg: cancellation of a rehearsal or concert at short notice). Such administrative use is defined as “legitimate use” as it is necessary to run the orchestra and so does not require your specific permission. We won’t ever use your data for anything else *unless you give us your active consent for that additional use.*

Use for which we require consent

1. We would like to e-mail you about WPO social and fundraising activities but for this we need your consent. This includes organisation of the weekly raffle, distributing WPO concert posters and information about any WPO social events.
2. We take photographs of concerts and rehearsals which could include you. If you can be recognised in a photograph, we need your consent to use it in publicity material (e.g.: on the WPO website and social media pages, in newspaper articles and in programmes). We will not name you in a photograph unless we have sought your permission for that specific article or post.
3. From time to time, our members or other local music groups ask us to e-mail details of their music related events which may be of interest to WPO members (e.g.: play days or concerts). We need your consent if you would like these forwarded on to you.

We will always include opt-out options on all such communications. You can withdraw your consent at any point by writing to or e-mailing the WPO Secretary.

How do we store your data and who has access to it?

Your data is stored in accordance with good practice standards of personal domestic data security:

- It is stored on Google Drive with controlled access to committee members who require the data for admin purposes (Secretary, Treasurer, Subs Secretary, Librarian & Chairman)
- Where a committee member needs to process data (e.g.: to produce subs receipts or submit gift aid claims), this data is stored on the specific committee member’s personal, password protected home computer and is not encrypted.
- Paper copies of forms (e.g. Gift Aid Declarations & membership forms, if still current) are stored in the relevant committee member’s domestically secure home.
- We check the data we hold on members every 2 years and remove it if we no longer need it. If you leave WPO, we’ll make sure we stop using and/or delete any data we do not need to keep.
- We will not disclose any information to any 3rd party organisation for marketing or any other purpose unless required by law.
- If another member of WPO asks for your contact details we will only ever share them if you consent on a case by case basis.
- All WPO group e-mails will use blind carbon copy (BCC) to ensure members’ email addresses remain private.

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 WPO Secretary who will respond within one month (Email: WorcesterPhilharmonic@gmail.com).

Please speak to the WPO Secretary if you have any questions relating to this.