



## Processing Notice Information for HSO Players

*Your data: what data we hold, how we use it, and how we protect your privacy*

Below is a list of the data that HSO holds on you:

- Full name
- Title
- Postal address
- Email address
- Telephone number(s) including mobiles
- Instrument played
- Date joined HSO
- In the case of recent ex-players: the date you last played with HSO

For current players, this is how we use your data:

- To contact you on HSO administrative matters such as concert dates, venues and programmes; rehearsal dates and venues; subs renewal (including Gift Aid); and social activities.
- To inform you of the Annual General Meeting (Agenda and Minutes are also sent to you),
- From time to time to pass on items that may be of interest, e.g. about orchestral courses elsewhere.

For ex-players, this is how we use your data:

- To inform you about forthcoming HSO concerts.
- To contact you to find out if you are interested in re-joining the orchestra.

We will retain your data for as long as you remain a player with the orchestra. One year after you last played with the orchestra we will retain a record of your name, instrument, leaving date and email address only, deleting all other information. If you leave the orchestra you can ask to stop receiving communications at any time, by unsubscribing or contacting the secretary at [secretary@hitchinsymphony.org.uk](mailto:secretary@hitchinsymphony.org.uk).

We will *not* share your data with any third parties without having first gained specific consent.

You have a right to complain to the Information Commissioner's Office (ICO) if you think there is a problem with the way HSO is handling your data.

You have a right to request to see the data we hold on you. Please contact the HSO Secretary at [secretary@hitchinsymphony.org.uk](mailto:secretary@hitchinsymphony.org.uk).

The full HSO Privacy Policy is available on our website: [www.hitchinsymphony.org.uk](http://www.hitchinsymphony.org.uk)



## **Processing Notice Information for HSO Patrons**

*Your data: what data we hold, how we use it, and how we protect your privacy*

Below is a list of the data that HSO holds on you:

- Full name
- Title
- Postal address
- Email address
- Telephone number
- Whether you are additionally a player with HSO (as well as a Patron)
- Information on Patrons' Subscriptions paid each year

This is how we use your data:

- To contact you on HSO administrative matters such as concert dates, venues and programmes; rehearsal dates and venues; subs renewals (including Gift Aid); and social activities.
- To invite you to the Annual General Meeting (Agenda and Minutes are also sent to you.)
- Where you have given us consent, your name is printed in the Concert Programme under a list of the orchestra's Patrons.

We will retain your data only for as long as you remain a Patron of the orchestra.

We will *not* share your data with any third parties.

You have a right to complain to the Information Commissioner's Office (ICO) if you think there is a problem with the way HSO is handling your data.

You have a right to request to see the data we hold on you. Please contact the HSO Secretary or Patrons' Secretary: [secretary@hitchinsymphony.org.uk](mailto:secretary@hitchinsymphony.org.uk) or [patrons@hitchinsymphony.org.uk](mailto:patrons@hitchinsymphony.org.uk)

The full HSO Privacy Policy is available on our website: [www.hitchinsymphony.org.uk](http://www.hitchinsymphony.org.uk)



## **Processing Notice**

### **Information for HSO Tutors**

*Your data: what data we hold, how we use it, and how we protect your privacy*

Below is a list of the data that HSO holds on you:

- Full name
- Title
- Postal address
- Email address
- Telephone number(s) including mobiles
- Role (Conductor/ Leader)
- Date joined HSO

This is how we use your data:

- To contact you on HSO administrative matters such as concert dates, venues and programmes; rehearsal dates and venues; committee meetings; and social activities.
- To invite you to the Annual General Meeting (Agenda and Minutes are also sent to you).
- To communicate with you regarding payment of your fees.

We will retain your data for as long you remain a Tutor for the orchestra. When you cease to be a Tutor we will retain a record of your name, role and email address only, deleting all other information. We would then contact you only in the case of special HSO events in the future.

We will *not* share your data with any third parties without having first gained specific consent.

You have a right to complain to the Information Commissioner's Office (ICO) if you think there is a problem with the way HSO is handling your data.

You have a right to request to see the data we hold on you. Please contact the HSO Secretary at [secretary@hitchinsymphony.org.uk](mailto:secretary@hitchinsymphony.org.uk).

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## **Processing Notice Information for HSO Mailing List**

*Your data: what data we hold, how we use it, and how we protect your privacy*

Below is a list of the maximum data that HSO holds on you:

- Full name
- Title
- Postal address
- Email address
- Telephone number(s) including mobiles
- Date you were added to our mailing list

This is how we use your data:

- To inform you about forthcoming HSO concerts.

We will retain your data only for as long as you wish to remain on the orchestra's mailing list. You can ask to stop receiving communications at any time, by unsubscribing or contacting the Secretary at [secretary@hitchinsymphony.org.uk](mailto:secretary@hitchinsymphony.org.uk).

We will *not* share your data with any third parties.

You have a right to complain to the Information Commissioner's Office (ICO) if you think there is a problem with the way HSO is handling your data.

You have a right to request to see the data we hold on you. Please contact the HSO Secretary at [secretary@hitchinsymphony.org.uk](mailto:secretary@hitchinsymphony.org.uk).

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