

Cairngorms Orchestra

Cairngorms Orchestra is committed to protecting your privacy, upholding your right to confidentiality, and keeping personal information you share with us safe and secure.

Cairngorms Orchestra operates under the General Data Protection Regulation 2018 which regulates the collection of your personal information.

The following information sets out clearly how we will protect your right to privacy, why we collect information and how we keep it safe and secure.

Who Are We?

Cairngorms Orchestra is a voluntary not for profit organisation committed to supporting music in and around the Strathspey Valley. It is a community orchestra, run by a dedicated committee of volunteers who meet on a regular basis.

What information do we collect about you?

The types of information we collect, or hold includes your name, address, telephone numbers & email address.

Where do we get this information?

Your information is sourced directly from you, your school, your group, or organisation.

Why do we collect and process this information?

We use this information for the following purposes:

- To organise events
- To keep you informed about events
- To organise volunteers
- To maintain a record of the events
- To request permission for videos for online postings
- To request permission for press enquiries and social media

Without this information we would not be able to organise events.

Do we share your information with anyone?

We do not share your information with anyone or any other organisation or individual

How long do we keep your information?

Cairngorms Orchestra has agreed to keep your personal information for the following time periods unless there are any other legal requirements.

GROUP	RETENTION PERIOD
Committee Members	One year after they cease to become a member

Volunteers	One year after they cease to become a volunteer
Musicians	Two years
Accompanists	One after they cease to become an accompanist
Friends of the orchestra	One after they cease to become a friend
Individual Sponsors	One year after they cease to be a sponsor

Lawful Basis

Under General Data Protection Regulations 2018 Cairngorms Orchestra, must have a valid reason for processing information. They will only process information where we believe we have a lawful basis to do so. The following information summarises the basis on which we will do so.

- You have given clear consent to Cairngorms Orchestra to process your personal data for a specific purpose
- Processing is necessary for Cairngorms Orchestra to meet its interest in running events and workshops

Security

Cairngorms Orchestra takes your information seriously. We endeavour to safeguard your personal information within our capabilities as a voluntary organisation.

Communications will, where possible, be sent by email. For ease of use and compatibility, communications will not be sent in an encrypted form. We will endeavour to keep our systems protected against viruses. However, we cannot bear responsibility for all communications being virus free.

What are your rights?

If at any point you wish to access your personal information or believe this is incorrect you can request to see it and have it corrected. You also have the right to restrict the processing of personal information and in certain circumstances can object to the processing of this. This is generally known as Subject Access Request. We advise you contact the orchestra directly.

If you wish to raise a complaint on how we have handled your personal information you can contact us to have the matter investigated. Please contact us at www.cairngormsorchestra.com.

If you are not satisfied with our response or believe we are processing your information not in accordance with the law, you can complain to the information Commissioners Office at www.ico.org.uk