

# **Isle of Man Symphony Orchestra (IOMSO) Privacy Policy**

## **Data Privacy Notice**

As a member, guest player or Friend of the Isle of Man Symphony Orchestra (IOMSO), some information about you needs to be collected and processed. The Isle of Man has introduced new data protection laws similar to the EU General Data Protection Regulation (GDPR, enacted May 25th 2018). This notice tells you how the IOMSO complies with these laws. It also tells you about your rights in relation to these laws.

We want to ensure that you understand how we keep your data safe, and what to do if you have a question or complaint.

This notice can easily be found via our website at [www.iomso.co.uk](http://www.iomso.co.uk)

Any consent forms we issue will also refer to this notice.

Printed copies may be requested at any time from the Secretary (via our website email)

## **Who controls what happens to data (information) about you?**

- The Committee of the IOMSO is the data controller for the orchestra. It has responsibility for deciding the purposes and means by which data is processed.
- You are the owner of your data, and as such you are the data subject. For this policy, data means any information that may identify you as an individual, including information about you.
- All your data is stored electronically and securely, on strong-password protected computers.
- Our email protocol is that email addresses are only visible to those who need to see them. In all group emails (other than committee and other sub groups), addresses will be blind carbon copied (Bcc) so that they are only visible to the sender.

## **Why is the IOMSO allowed to keep data about me?**

- We can legally collect, securely store and process some personal data because we have a legitimate interest in communicating with you. This is because you have joined the orchestra, played (or been asked to play) as a guest, asked to be added to our mailing list, become a Friend or Honorary Friend.
- We will only process this data for operational purposes. It will never be shared with people or organisations other than the IOMSO, except for additional data such as photographs for which you have given explicit consent (e.g. in concert programmes and our website).

## **What data can we legitimately collect, store and process?**

- Surname and given (Christian, first) name
- Address
- Contact telephone number(s)
- Email address(es)
- Instrument(s) played

## **What do we have to seek your consent about?**

- We can legally collect additional data only with your written consent.
- Consent forms will be renewed a minimum of every two years before the AGM.
- These will seek your permission to use your photograph (still or video) and/or name in newsletters, IOMSO website, publicity and other publications directly relevant to IOMSO activities.

**Who can access my data?**

- You, as the data owner.
- The IOMSO committee members, as data controller.
- Members of the public may have access to your name and photograph if you have given consent.

**Can you change what we do with your data?**

- Yes, you may withdraw consent for use of your photograph at any time, by informing the Secretary.
- You also have a legal 'right to be forgotten', which means that we destroy/delete all your data permanently from all our databases. This, of course, means that we have no written, telephone or electronic communication with you from that point onwards.

**How long will we keep your data?**

- Data will be stored for as long as we have a legitimate interest in using it.
- Data reviews will take place a minimum of every two years.
- If you leave the orchestra as a member, guest, friend or other legitimate contact, and we have not heard from you for two years, we will remove your details from all our systems.

**What should I do if I have a question about my data, wish to be forgotten or believe that a data breach has occurred?**

Please contact the IOMSO Honorary Secretary in the first instance. The Secretary will delegate action to the appropriate committee member depending on the issue.

**What should I do if I am not satisfied with the way a question or complaint has been handled by the data controller?**

Please make every effort to resolve the issue by personal communication with the data controller (any member of the IOMSO committee). If this breaks down and you are still not satisfied you should contact the Isle of Man Information Commissioner at <https://www.inforights.im/>

## **Appendix 1**

### **Consent form (v Sept 2018)**

#### **IOMSO membership information**

Please provide accurate information so that we can ensure correct and permitted use of your personal details.

#### Data collected on the basis of legitimate interest

Name

Address

Telephone number(s)

Email address

First instrument

Second instrument

#### Image/name data collected on the basis of explicit consent

I give consent for my name and/or visual likeness to be used in printed or digital material directly relevant to IOMSO activities.

Signed

\_\_\_\_\_

Date

\_\_\_\_\_

Please refer to our privacy notice for details of what information about you we collect and process. This notice is available via our website [www.iomso.co.uk](http://www.iomso.co.uk) or on request to the Secretary. You can also contact the committee via email through the website.

Please give this signed sheet to the Secretary as soon as you can.