

## **West Sussex Guitar Club (WSGC) - “The Club”**

### **PRIVACY POLICY - September 2023**

The West Sussex Guitar Club is committed to protecting and respecting your privacy. This policy applies to any personal data you have given us and that we hold about you. We are committed to meeting any data protection obligations that we may have.

#### **Who are we?**

The WSGC is a registered charity number 1124762. Our aim is to encourage the appreciation of classical guitar by staging professional concerts, social events and various other activities, to attract new audiences to the world of classical music and inspire the new generation of youngsters to play and perform.

#### **What kinds of personal information about you do we process?**

Personal information that we may process in connection with your membership of WSGC may include:

- i) Personal and contact details, such as title, full name, contact details and contact detail history that you have given us as part of your WSGC membership.
- ii) Records of your email address when provided which is subsequently used to send you regular Newsletters and updates about the Club and the concerts and social events it holds.
- iii) We hold personal bank account details of any Committee Members who choose to receive expenses paid directly into their account. Similarly, we hold bank details of certain suppliers.
- iv) When a member pays by direct bank transfer or standing order to the club account, the sort code of their bank is recorded but no other details, except one-off transaction codes.
- v) We do not hold any information relating to credit card details.

#### **What is the source of your personal information?**

We require your permission to keep your details on our club database and to indicate your acceptance of this please complete the requisite boxes on either the Application form or the GDPR form and return it to the Membership Secretary (see below).

We collect personal information from the following general sources:

- i) From you directly.
- ii) Information generated about you when you complete a membership form or email any of the Committee Members or when you purchase tickets in advance of a concert.

### **What do we use your personal data for?**

- i) Managing the membership data base
- ii) Updating your records
- iii) To share information with you by means of Newsletters and other information about the Club, and related activities that we feel Members of the West Sussex Guitar Club may be interested in, either by email or by post
- iv) To monitor and keep records of our communications with you.
- v) To communicate changes to you about Club policy including privacy statements with your consent.

### **Do we share your personal information?**

We do not share your information with any other third party, club or organisation.

### **How and when can you withdraw your consent?**

We are relying on your consent to process personal data and you can withdraw this at any time by contacting the Membership Secretary. You can also ask us to stop sending you Newsletters and other information.

### **What should you do if your personal information changes?**

You should tell us so that we can update our records by contacting the Membership Secretary.

### **For how long is your personal information retained by us?**

We will generally keep your personal data for a minimum of 6 years, after which time it will be destroyed if it is no longer required for the lawful purpose(s) for which it was obtained. If you have given your consent to us to communicate with you, any information we use for this purpose will be kept with us until you notify us that you no longer

wish to receive this information. You can withdraw consent at any time by emailing the Membership Secretary

### **Contacting us**

If you have any questions about how your data is held or this privacy policy, please contact Julian Bobak at [jgbobak@btinternet.com](mailto:jgbobak@btinternet.com) or by phone to 07584623065.

For any queries related to membership or details of information held related to your membership please contact Baz Boxall at [baz.boxall@btinternet.com](mailto:baz.boxall@btinternet.com)

Reviewed 7<sup>th</sup> September 2024