



# CORINIUM PLAYERS GUITAR ENSEMBLE

Patron: James R Smith BSc MSc PhD CMath FIMA

As of 25<sup>th</sup> May 2018 , the data protection laws are changing. Below, we have explained how your data (that you provided upon registration to Corinium Players) is used and shared and ask that you take a moment to read through it. This information is gathered to assist in the smooth running of the group and enables us to communicate with you. If you have any questions, please contact the Membership Secretary at [mariepshiple@gmail.com](mailto:mariepshiple@gmail.com). Many thanks.

## Why do we need your data?

We need to collect and store some of your details, for example your name and email address, so that we can let you know about things like rehearsal and event dates, subscription payments, and social events.

## What data do we collect from members?

We collect some of the following types of data from members (we don't collect *all* of this data on *all* members – we only collect it if it's needed):

<ul style="list-style-type: none"><li>• Name</li><li>• Email address</li><li>• Postal address</li><li>• Phone number</li><li>• Emergency contact details</li><li>• Photos/video footage</li><li>• Subscription payments</li></ul>	<ul style="list-style-type: none"><li>• Gift Aid declarations</li><li>• Bank details</li><li>• Medical information</li><li>• Age /DOB</li><li>• Gender</li><li>• Criminal records check</li><li>• Passport Number</li></ul>
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We check what data we have on members every two years and remove it if we no longer need it. If you leave the group, we'll make sure we stop using and/or delete any data we don't need to keep (e.g. for financial reporting). If you wish to stay informed of future group reunions after leaving Corinium Players, we will give you the option to do so at that time.

## What do we use it for?

Any of the information listed above might be needed to manage your membership with Corinium Players and to organise and run our activities. We won't ever use this data for anything else unless you give us your active consent for that additional use.

*If* you give us your consent, Corinium Players will add your email to our mailing list for the group's marketing/promotional communications. We will always include opt-out options on all such communications. You can withdraw your consent at any point by contacting the membership secretary ([mariepshiple@gmail.com](mailto:mariepshiple@gmail.com)).



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### **Do we share your data with anyone else?**

- We will never give your data to third parties for that third party to use.
- If another member of Corinium Players asks for your contact details we will only ever share them if you consent.
- Corinium Player Committee members may have access to some or all of your data as relevant to the running of the group.

### **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 Membership Secretary who will respond within one month.

### **I've got a question– who should I speak to?**

The best person to speak to is the Membership Secretary – [mariepshipley@gmail.com](mailto:mariepshipley@gmail.com)

### **Finally, Is your information up-to-date?**

If you think that any of the data we hold on you needs updating, please contact the Membership Secretary ([mariepshipley@gmail.com](mailto:mariepshipley@gmail.com)) as soon as possible, so that our records can be kept up-to-date. Thank you.