

## **Macclesfield Music Centre - Member's Privacy Statement**

We want to make sure that you know what data we collect from you as a member of Macclesfield Music Centre, why we need it, and what we do (and don't do) with it.

### **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 dates, event dates, and subscription payments.

### **What data do we collect from members?**

We collect some of the following data from members on the Enrolment, Holiday Course registration and Bursary Application forms and group registers - we don't collect all of this data on all members - we only collect it if it's needed.

- Name of member
- Instrument played and choice of group/holiday course
- If instrument is loaned
- Playing standard/experience for holiday course
- Age if under 18 for holiday course
- Name and title of person paying subscription
- Address and phone number of person paying subscription
- Saturday morning contact number of person paying subscription
- email address of person paying subscription
- Gift Aid consent of person paying subscription
- How they heard about MMC
- Information to support the application for a Bursary
- Weekly attendance

When you have informed us that you have left Macclesfield Music Centre, we stop using the data. Enrolment forms are retained for 6 years for Gift Aid reporting.

### **What do we use it for?**

The information listed above is needed to manage your membership with Macclesfield Music Centre 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.

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

- We will never give your data to third parties for that third party to use
- We will always make sure that your data is kept safe
- If another member of Macclesfield Music Centre asks for your contact details, we will only ever share them if you consent
- We may take photos/videos of events and use these photos to publicise or report on the event. We will remove/delete any images of you that we publish if you ask us to.

### **What can you ask us to do?**

At any time, you can ask to view, update or correct any data we hold on you. To request any of these please contact any member of the Business Committee via the Front Desk who will respond within one month.

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

The best thing is to speak to any member of the Business Committee.