

MUSIC IN WEST KILBRIDE PRIVACY POLICY

Revised 24th June 2022

Music in West Kilbride (MiWK) Privacy Policy under the General Data Protection Regulations (GDPR)

GDPR Compliance

Under the GDPR, individuals have the right to be informed about the collection and use of their personal data. As a small not-for-profit organisation MIWK does not have to be registered with the Information Commissioner's Office. Even so it does have to comply with the Data Protection Act, with the associated regulations, and with accepted data protection principles and standards. Nothing in this Privacy Policy detracts from MIWK's obligation so to comply.

What we collect

The information we collect is names, addresses, telephone number(s) and email addresses.

MIWK does not collect personal information about you if you simply access its website.

MIWK does collect personal information about you if you take out membership or consent to be put on our list of non-members who have asked to be kept informed of concerts and concert programmes. If you buy individual tickets via our website we will ask for contact details but will delete these following the concert unless you consent to us retaining them.

Lawful Basis

We are relying on "legitimate interests" as our lawful basis for collecting the above information. (Of the six lawful bases for collecting personal data, this is the most appropriate for the broad needs of a small charity such as MiWK. It applies where processing is necessary for the purposes of the legitimate interests pursued by the data controller, except where such interests are overridden by the interests or fundamental rights of the data subject which require protection of personal data). We only collect information that we believe you would expect us to collect in order to keep you informed of the club's activities.

Consent

By disclosing your personal information to us, you consent to the collection, storage, processing and use of your personal information by MIWK as laid out in this privacy policy.

Purpose

The purpose of collecting this information is to make contact with you, usually but not exclusively, by email, to share information about forthcoming concerts. We may also circulate information on other music and community events but will only do this occasionally and will normally convey information about third party activities via our website.

We also use name and address information for notifying members of MIWK's Annual General Meeting or any other Special Meetings of the Club, and the papers to be considered at such a meeting.

If you have been a member one season we will send you, before the start of the next season, information about the concerts planned for the new season and the availability of subscriptions and single tickets.

Sharing

Information is held securely by the Data Processor on a password protected database, and may only be shared with other ex officio members of the club committee for legitimate purposes. It will not be shared with any other party without permission of the individual(s) concerned.

Further information regarding your rights can be found on the website of the Information Commissioners Office – <https://ico.org.uk/for-the-public/personal-information/>

Updating and amending your personal information

The “data controller” for GDPR purposes is the committee of MiWK. MIWK is expected, like any other data controller, to keep the data which it holds up-to-date.

MIWK will ensure that the data held in regard to Members accurately reflects the data provided by them at the time of their most recent subscription renewal and any later change which has come to MIWK’s notice.

MIWK is also expected, like any other data controller, not to hold data longer than it needs to. MIWK will not keep data held in regard to Members for periods further back than the subscription year before the current one, but may keep for up to 10 years lists of the names of past members and details of any service by them on the committee.

You may at any time request to be removed from our database by contacting the Data Processor at miwk@btinternet.com

Changes to Privacy Policy

MIWK will review its Privacy Policy every three years, and may make amendments at short notice to respond to unforeseen circumstances.

Comments and Questions

If you have any comments or questions please do not hesitate to contact us at miwk@btinternet.com