



Dunfermline Arts Guild Privacy notice

What is this guide for?

Dunfermline Arts Guild ('the Guild') is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulation (GDPR).

Whenever we need to collect any of your data, we will let you know at that point why we need to do so and what it will be used for, but this guide provides a useful overview of all of those situations and provides more detail on how we keep your data secure and up-to-date, how long we might hold it for, and what your rights are in relation to it.

Who's responsible for data the group collects?

The Guild is a Data Controller under the GDPR. The Guild Data Compliance Leader is Morag Hawkins, who can be contacted at secretary@dunfermlinemusic.org.

What data do we collect and what do we use it for?

The Guild collects data from individuals to help us plan, organise and run the day-to-day operations of the Guild, to communicate with members, and to promote and market the Guild's activities.

Members: for administering membership

When you join the Guild as a member, or during your membership with us, we may need to collect some of the following information on you:

- Name
- Address
- Phone number
- Email address

This data will be used by committee members to manage your membership of the Guild, to communicate with you, and to organise and run our activities. Where possible, and unless you ask us otherwise, we will always choose to communicate by email rather than phone/text and mail.

If you give us your consent to do so, we may also use your contact details to send you marketing/promotional communications from the Guild. There are two options for which we ask separate consent:

- to receive emails relating to concerts promoted by the Guild;
- additionally to receive occasional emails (rarely more than one/month) promoting other live music events happening in the West Fife area which the committee believe to be general interest to Guild members.

Any marketing/promotional communication we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also withdraw consent at any point by contacting the Data Compliance Leader, Morag Hawkins.

Event attendees: for processing and managing tickets for events

Where our events are ticketed, we need to collect data on the person booking (name and email) in order to allow access to the event and to send confirmation of reservation/purchase. This data will only be used for administering access to the event/s booked and will not be used to send marketing/promotional messages from the Guild unless we have received consent to receive these (see below).

Where we use a third party, such as ONFife, to process tickets on our behalf, GDPR compliance is handled by the third party, and we do not receive your personal data.

Mailing list subscribers: for marketing and promotion

We offer everybody the opportunity to sign up (consent) to receive marketing and promotional information on the Guild's activities (e.g. emails about forthcoming concerts).

When you sign up to our marketing mailing list we will ask for your name and email address and will use this data to send you information about our events and activities (e.g. forthcoming performances, social events and fundraising events). We may also ask for your preferred topics, in order to allow us to tailor the information we provide to suit your preferences.

There are two options for which consent is specifically asked:

- To allow us to send you emails relating to concerts promoted by the Guild;
- Additionally to allow us to send you occasional emails (rarely more than one/month) promoting other live music events happening in the West Fife area which the committee believe to be general interest to Guild members.

Note that this second option will never simply forward unprocessed direct marketing messages from third parties.

Anything we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also do so at any time by contacting the Data Compliance Leader, Morag Hawkins.

Do we share your data with anyone else?

We will never pass your details on to third parties for marketing purposes.

For some purposes we use third-party services to process your data (e.g. MailChimp is used to generate individual emails). We will always make sure any third parties we use are reputable, secure, and process your data in accordance with your rights under GDPR.

Are there special measures for children's data?

We do not knowingly collect or store any personal data about children under the age of 13.

How can you update your data?

You can contact us at any time at secretary@dunfermlinmusic.org to update or correct the data we hold on you.

How long will we hold your data?

The Guild's data retention policy is to review all data held on individuals at least every two years and remove data where we no longer have a legitimate reason to keep it.

Where you have withdrawn your consent for us to use your data for a particular purpose (e.g. unsubscribed from a mailing list) we may retain some of your data for up to two years in order to preserve a record of your consent having been withdrawn.

What rights do you have?

Under the GDPR, you have the following rights over your data and its use:

- The right to **be informed** about what data we are collecting on you and how we will use it
- The right of **access** – you can ask to see the data we hold on you
- The right to **rectification** – you can ask that we update or correct your data
- The right to **object** – you can ask that we stop using your data for a particular purpose
- The right to **erasure** – you can ask us to delete the data we hold on you
- The right to **restrict processing** – you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated

Though unlikely to apply to the data we hold and process on you, you also have rights related to **portability** and **automated decision making** (including profiling)

All requests related to your rights should be made to the Data Compliance Leader at secretary@dunfermlinemusic.org. We will respond within one month.

You can find out more about your rights on the Information Commission's Office website.

What will we do if anything changes?

If we make changes to our privacy statements or processes we will post the changes here. Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, we will ask for your consent to continue processing your data after these changes are made.

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Acknowledgement

We'd like to express our thanks to Milda Zinkus, the Data Compliance Leader at The Scottish Chamber Choir SCIO (Scottish Registered Charity No SC013058), for producing the document on which this privacy notice was based