

Friends of Bury St. Edmunds County Music School Privacy Notice

Introduction

This privacy notice explains how we will handle your personal data for the purposes of managing the Friends' activities and how we keep it secure and confidential,

It also describes how we will use your data.

Please read the notice carefully and raise any questions and concerns with our data controller via email to john@eceaconsulting.co.uk.

Who we are?

The Friends of Bury St. Edmunds County Music School support the local West Suffolk Youth Music activities of Suffolk County Council Music Service.

Our volunteers run tuckshops on Friday evenings and Saturday mornings, provide stewards, sell programmes and refreshments at concerts and generally help out at Bury St. Edmunds County Music School events. All the money we raise goes towards funding activities, workshops for the young musicians and days out to see professional orchestras in action.

The data we maintain about our volunteers is controlled by our website controller, who also acts as data controller. This is currently John Moody. John can be contacted via email at john@eceaconsulting.co.uk.

What information do we collect?

We collect names, email addresses and phone number of our volunteers and, optionally, the name and activities undertaken by the students for whom they are the parent/carer. This is provided by our volunteers when they sign-up to become a volunteer. This can be either via the paper sign-up sheet at music school, via the form on our website or via email exchange with the data controller.

How do we use personal information?

The information we collect is used only for matters of relevance to the business of the Friends. This is limited to:

- Providing contact details of volunteers assigned to any tuckshop session on the rota.
- Providing a list of contact details of all volunteers together with which tuckshop session (Friday or Saturday) they are willing to be assigned.
- An indication of whether a volunteer is a member of the committee.
- Providing notifications of new or changed tuckshop rota.
- Requesting volunteers for swapping particular rota assignment.
- Requesting volunteers for support at particular Music School events (typically end of terms concerts).
- Providing occasional notifications of news about the Friends or Music School and their events and activities.
- Carrying out polls and surveys of volunteers as necessary to manage the ongoing management of the group.

By signing up as a volunteer, individuals agree to use the contact details of other volunteers only in accordance with this privacy notice.

What legal basis do we have for processing your personal data?

The legal basis for processing your personal data is based on consent in response to emails from the data controller or by filling in the form on the website.

Individuals can withdraw their consent by contacting the data controller via email to john@eceaconsulting.co.uk. This will result in the individual being removed from the rotas and contact list.

When do we share personal data?

We treat the volunteers' personal data confidentially and we share this personal data only via the password restricted pages on our website and in emails to volunteers.

Where do we store and process personal data?

Data is stored in Google spreadsheets which can only be accessed via the Friends' Google account, know only to the data controller and other committee members.

How do we secure personal data?

Data is secured by password access to the Friends' Google account.

How long do we keep your personal data for?

We will keep your personal data only while volunteers are continuing to support the Friends' activities (i.e. continue to participate in the tuckshop rota) and for a maximum of 1 year in previous terms' tuckshop rotas.

Your rights in relation to personal data

As a volunteer you have the right to request correction and deletion of your data or withdrawal of consent to use it by request to the data controller on john@eceaconsulting.co.uk. Requests will be acted on within 10 working days.

How to contact us?

You can get in contact with us if you have any questions or concerns about our privacy practices, the data we hold about you or if you wish to register a complaint. This should be done via email to john@eceaconsulting.co.uk or via the website <http://friendsofbcms.org.uk/>.