

# **PRIVACY POLICY**

## **Introduction**

Welcome to London Chamber Music Society's privacy policy.

London Chamber Music Society (LCMS) respects your privacy and is committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data when you visit our website and tell you about your privacy rights.

### **1. Important information and who we are**

#### **Purpose of this privacy policy**

This privacy policy aims to give you information on how LCMS collects and processes your personal data through your use of this website, including any data you may provide on becoming a member of LCMS by paper application or through this website.

It is important that you read this privacy policy so that you are fully aware of how and why we are using your data.

#### **Controller**

London Chamber Music Society is the controller and responsible for your personal data.

#### **Contact details**

If you have any questions about this privacy policy or our privacy practices, please contact the LCMS Administrator in the following ways:

Email address: [karolina@londonchambermusic.org.uk](mailto:karolina@londonchambermusic.org.uk)

Postal address: The Music Base, Kings Place, 90 York Way, London, N1 9AG

Telephone number: +44 (0)7598 899611

### **2. Changes to the privacy policy and your duty to inform us of changes**

We keep our privacy policy under regular review.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

### **3. Third-party links**

This website may include links to third-party websites. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not provide your data to third party websites and we do not control these third party websites and are not responsible for their privacy statements.

### **4. The data we collect about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer the following kinds of personal data about you:

- **Identity Data** includes first name, last name, username or similar identifier, and title.
- **Contact Data** includes home address, email address and telephone numbers.
- **Marketing and Communications Data** includes your preferences in receiving marketing from us and our third parties and your communication preferences.

## 5. How is your personal data collected?

We collect data from and about you through:

**Direct interactions.** You may give us your Identity, and Contact Data by filling in membership forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you give us feedback or contact us.

## 6. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- To maintain the Membership Register.
- For administrative, and operational purposes for example to notify you of the Annual General Meeting and any other meetings of LCMS.
- To advise you of future concerts, send you a copy of the LCMS Magazine or other information about LCMS and its activities which we think may be of interest to you
- We will get your consent before sending third party direct marketing communications to you via email or text message. You have the right to withdraw consent to marketing at any time by contacting us.

## 7. Third-party marketing

We will get your express opt-in consent before we share your personal data with any third party for marketing purposes.

## **8. Opting out**

You can ask us or third parties to stop sending you marketing messages at any time by following the opt-out links on any marketing message sent to you **OR** by contacting us at any time.

Where you opt out of receiving these marketing messages, this will not apply to personal data provided to us as a result of your membership of LCMS.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **9. Data security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to LCMS administrator or directors who have a need to know. They are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## **10. Data retention**

### **How long will you use my personal data for?**

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, or accounting requirements.

You can ask us to delete your data: see below for further information.

## **11. Your legal rights**

Under certain circumstances, you have rights under data protection laws in relation to your personal data. You may: -

- Request a copy of the personal data we hold about you.
- Request that inaccuracies be corrected.
- Have personal data erased.
- Withdraw your consent.
- Lodge a complaint with the Information Commissioners Office.