



WMSO Data Protection policy

Overview

Key details

- Policy prepared by: Ali Fyffe
- Approved by WMSO Committee on: 30/04/2018
- Updated 19/03/19 to include use of Google Analytics on website
- Reviewed and updated 31/01/22. Data storage updated page 8 "Data to be reviewed"
- Reviewed and updated 18/09/25 with new CIO charity number.
- Next review date: 01/10/27

Introduction

In order to operate, Windsor & Maidenhead Symphony Orchestra (WMSO) needs to gather, store and use certain forms of information about individuals.

These can include members, volunteers, audiences and potential audiences, employees, contractors, suppliers and other people the group has a relationship with or regularly needs to contact.

This policy explains what information is needed and how this data should be collected, stored and used in order to meet WMSO data protection standards and comply with the General Data Protection Regulations (GDPR).

Why is this policy important?

This policy ensures that WMSO:

- Protects the rights of our members, volunteers, supporters and contractors
- Complies with data protection law and follows good practice
- Protects the group from the risks of a data breach.

Roles and Responsibilities

Who and what does this policy apply to?

This applies to *all* those handling data on behalf of WMSO e.g.:

- Committee members
- Members
- Volunteers and employees
- Contractors/third party suppliers.



It applies to all data that WMSO holds relating to individuals, including:

- Names
- Email addresses
- Postal addresses
- Phone numbers
- Member login details (on the WMSO website)
- Any other personal information held (e.g. payment history for the purposes of member subscriptions or gift aid detail).

Roles and responsibilities

WMSO is the Data Controller and will determine what data is collected and how it is used. The Data Protection Officer for WMSO is Ali Fyffe. She, together with the Committee, is responsible for the secure, fair and transparent collection and use of data by WMSO. Any questions relating to the collection or use of data should be directed to the Data Protection Officer.

Everyone who has access to data as part of WMSO has a responsibility to ensure that they adhere to this policy. WMSO uses third part Data Processors (e.g. The Little Box Office) to process data on its behalf. WMSO will only use Data Processors that have GDPR policies in place.

Data Protection Principles

a) We fairly and lawfully process personal data in a transparent way

WMSO will only collect data where lawful and where it is necessary for the legitimate purposes of the group.

- **Members.** A member's name and contact details will be collected when they first join the group and will be used to contact the member regarding group membership administration and activities. Other data may also subsequently be collected in relation to their membership, including their payment history for subscriptions and Gift Aid details. Where possible WMSO will anonymise this data.
 - Lawful basis for processing this data: Contract (the collection and use of data is fair and reasonable in relation to WMSO completing tasks expected as part of the individual's membership).
- **Other volunteers, employees and contractors.** The name and contact details of volunteers, employees and contractors will be collected when they take up a position, and will be used to contact them regarding group administration related to their role.
- **Audience members.** An individual's name and contact details will be collected when they make a booking for an event. This will be used to contact them about their booking and to allow them entry to the event.
 - Lawful basis for processing this data: Contract (the collection and use of data is fair and reasonable in relation to WMSO completing tasks expected as part of the booking).



- An individual's name, contact details and other details may be collected at any time (including when booking tickets or at an event), with their consent, in order for WMSO to communicate with them about and promote group activities. See 'How we get consent' below.
 - Lawful basis for processing this data: Consent (see 'How we get consent').
 - Further information, including personal financial information may also be collected in specific circumstances where lawful and necessary (e.g. in order to process payment to the person).
 - Lawful basis for processing this data: Contract (the collection and use of data is fair and reasonable in relation to WMSO completing tasks expected as part of working with the individuals).
 - Pseudonymous or anonymous data (including behavioural, technological and geographical/regional) on an individual may be collected via tracking 'cookies' when they access our website or interact with our emails, in order for us to monitor and improve our effectiveness on these channels. See 'Cookies on the WMSO website' below.
 - Lawful basis for processing this data: Consent (see 'How we get consent').
- b) We only collect and use personal data for specific, explicit and legitimate purposes and will only use the data for those specified purposes.**
- When collecting data, WMSO will always provide a clear and specific privacy statement explaining to the subject why the data is required and what it will be used for.
- c) We ensure any data collected is relevant and not excessive**
- WMSO will not collect or store more data than the minimum information required for its intended purpose.
- E.g. we need to collect telephone numbers, email addresses and postal addresses from members in order to be able to contact them about group administration, but data on their marital status or sexuality will not be collected, since it is unnecessary and excessive for the purposes of group administration.
- d) We ensure data is accurate and up-to-date**
- WMSO will ask members, volunteers and staff to check and update their data on an annual basis. Any individual will be able to update their data at any point by contacting the Data Protection Officer.
- e) We ensure data is not kept longer than necessary**
- WMSO will keep records for no longer than is necessary in order to meet the intended use for which it was gathered (unless there is a legal requirement to keep records).
- The storage and intended use of data will be reviewed in line with WMSO's data retention policy. When the intended use is no longer applicable (e.g. contact details for a member who has left the group), the data will be deleted within a reasonable period.



f) We keep personal data secure

WMSO will ensure that data held by us is kept secure:

- Electronically-held data will be held within a password-protected and secure environment
- Passwords for electronic data files will be re-set each time an individual with data access leaves their role/position
- Physically-held data (e.g. membership forms or email sign-up sheets) will be stored in locked storage
- Physical data files will be collected by the Data Protection Officer from any individual with access if they leave their role/position
- Access to data will only be given to relevant trustees/committee members/contractors where it is clearly necessary for the running of the group. The Data Protection Officer will decide in what situations this is applicable and will keep a master list of who has access to data.

g) Transfer to countries outside the EEA

WMSO will not transfer data to countries outside the European Economic Area (EEA), unless the country has adequate protection for the individual's data privacy rights.

Individual Rights

When WMSO collects, holds and uses an individual's personal data that individual has the following the rights over that data. WMSO will ensure its data processes comply with those rights and will make all reasonable efforts to fulfil requests from an individual in relation to those rights.

Individual's rights

- *Right to be informed:* whenever WMSO collects data it will provide a clear and specific privacy statement explaining why it is being collected and how it will be used.
- *Right of access:* individuals can request to see the data WMSO holds on them and confirmation of how it is being used. Requests should be made in writing to the Data Protection Officer and will be complied with free of charge and within one month. Where requests are complex or numerous this may be extended to two months.
- *Right to rectification:* individuals can request that their data be updated where it is inaccurate or incomplete. WMSO will request that members, staff and contractors check and update their data on an annual basis. Any requests for data to be updated will be processed within one month.
- *Right to object:* individuals can object to their data being used for a particular purpose. WMSO will always provide a way for an individual to withdraw consent in all marketing communications. Where we receive a request to stop using data we will comply unless we have a lawful reason to use the data for legitimate interests or contractual obligation.



- *Right to erasure:* individuals can request for all data held on them to be deleted. WMSO's data retention policy will ensure data is not held for longer than is reasonably necessary in relation to the purpose it was originally collected. If a request for deletion is made we will comply with the request unless:
 - There is a lawful reason to keep and use the data for legitimate interests or contractual obligation
 - There is a legal requirement to keep the data.
- *Right to restrict processing:* individuals can request that their personal data be 'restricted' – that is, retained and stored but not processed further (e.g. if they have contested the accuracy of any of their data, WMSO will restrict the data while it is verified).

Though unlikely to apply to the data processed by WMSO, we will also ensure that rights related to portability and automated decision making (including profiling) are complied with where appropriate.

Member-to-member contact

We only share members' data with other members with the subject's prior consent. As a membership organisation WMSO encourages communication between members.

To facilitate this:

- Members can request the personal contact data of other members in writing via the Data Protection Officer or Membership Secretary. These details will be given, as long as they are for the purposes of contacting the subject (e.g. an email address, not financial or health data) and the subject has consented to their data being shared with other members in this way
- For those members who have given their consent, a spreadsheet containing contact details (name, address, telephone number and email address) of all consenting members will be available for consultation in the password-protected Members' Area on the WMSO website. Details displayed therein must not be downloaded or stored by individual members. Access to the data will only be granted to members and other legitimate users (as determined by the Data Protection Officer).

How we get consent

WMSO will regularly collect data from consenting supporters for marketing purposes. This includes contacting them to promote performances, updating them about group news, fundraising and other group activities.

Any time data is collected for this purpose, we will provide:

- A method for users to show their positive and active consent to receive these communications (e.g. a 'tick box')
- A clear and specific explanation of what the data will be used for (e.g. 'Tick this box if you would like WMSO to send you email updates with details about our forthcoming events, fundraising activities and opportunities to get involved').



Data collected will only ever be used in the way described and consented to. Every marketing communication will contain a method through which a recipient can withdraw their consent (e.g. an 'unsubscribe' link in an email). Opt-out requests such as this will be processed within 14 days.

Cookies on the WMSO website

In common with most websites, the WMSO website uses *cookies* to enhance site visitor experience. Cookies are small files stored on your computer and they allow the WMSO website to remember you, both between visits and during a visit. We use cookies to record your preferences (for example whether you have accepted our cookie policy), to manage logged in user sessions and to make navigation around our website more efficient.

Google Analytics is used to collect anonymous information about how visitors use the website so that we can improve the site and better understand our visitors' needs. Cookies are used by Google Analytics to track individual users of the site and to distinguish between different browsing sessions.

We have implemented a pop-up banner on www.wmsso.org.uk that activates each new time a user visits the website. This draws their attention to the website's use of cookies, will allow them to click to consent (or not) to continuing with cookies enabled, or to ignore the message and continue browsing (i.e. give their implied consent). It also includes a link to our Privacy Notice which outlines which specific cookies are used and how cookies can be disabled in the most common browsers.

Existing users of the website will see the banner and be requested to reaffirm their consent every 100 days.

If you choose to click on our Easy Fundraising page then the Easy Fundraising cookie policy will apply, which you can [read here](#).

You may opt out of providing your data to Google Analytics by installing a browser plugin provided by Google here: <https://tools.google.com/dlpage/gaoptout/>

If you do not agree with our use of cookies, you should refrain from using our website.

You can read more about cookies [here](#), and also read the Information Commissioner's Office explanation of the [e-Privacy](#) directive and how it relates to cookies.



WMSO Data retention policy

Overview

Introduction

This policy sets out how WMSO will approach data retention and establishes processes to ensure we do not hold data for longer than is necessary.

It forms part of WMSO Data Protection Policy.

Roles and responsibilities

WMSO is the Data Controller and will determine what data is collected, retained and how it is used. The Data Protection Officer for WMSO is Ali Fyffe. She, together with the Committee is responsible for the secure and fair retention and use of data by WMSO. Any questions relating to data retention or use of data should be directed to the Data Protection Officer.

Regular Data Review

A regular review of all data will take place to establish if WMSO still has good reason to keep and use the data held at the time of the review.

The data review will be held every 2 years and no more than 27 calendar months after the last review. The first review took place on 1 April 2018.

Data to be reviewed

- WMSO stores data on digital documents (e.g. spreadsheets) stored securely in Google Drive cloud storage, on personal devices held by committee members and on the Members' Area of its website www.wmsso.org.uk.
- WMSO stores physical data (i.e. on paper) at the homes of committee members.
- Data is also stored on third party online services (e.g. The Little Box Office and names.co.uk).

Who the review will be conducted by

The review will be conducted by the Data Protection Officer with other committee members to be decided on at the time of the review.



How data will be deleted

- Physical data will be destroyed safely and securely, including shredding.
- All reasonable and practical efforts will be made to remove data stored digitally:
 - Priority will be given to any instances where data is stored in active lists (e.g. where it could be used) and to sensitive data
 - Where deleting the data would mean deleting other data that we have a valid lawful reason to keep (e.g. on old emails) then the data may be retained safely and securely but not used.

Criteria

The following criteria will be used to make a decision about what data to keep and what to delete.

Question	Action	
	Yes	No
Is the data stored securely?	No action necessary	Update storage protocol in line with Data Protection policy
Does the original reason for having the data still apply?	Continue to use	Delete or remove data
Is the data being used for its original intention?	Continue to use	Either delete/remove or record lawful basis for use and get consent if necessary
Is there a statutory requirement to keep the data?	Keep the data at least until the statutory minimum no longer applies	Delete or remove the data unless we have reason to keep the data under other criteria
Is the data accurate?	Continue to use	Ask the subject to confirm/update details
Where appropriate do we have consent to use the data. This consent could be implied by previous use and engagement by the individual	Continue to use	Get consent
Can the data be anonymised	Anonymise data	Continue to use



Statutory Requirements

Date stored by WMSO may be retained due to statutory requirements for storing data other than data protection regulations. This might include but is not limited to:

- Gift Aid declarations records (current HMRC regulations require records to be kept for 6 years)
- Details of payments made and received (e.g. in bank statements and accounting records)
- Committee meeting minutes
- Contracts and agreements with suppliers/customers.

Other data retention procedures

Member data

- When a member leaves WMSO and all administrative tasks relating to their membership have been completed all data held on them, except for that which must be retained for statutory requirements (e.g. Gift Aid details) will be deleted.
- Unless consent has been given data will be removed from all email mailing lists.
- All other data will be stored safely and securely and reviewed as part of the next two-year review.

Mailing list data

- If an individual opts out of a mailing list their data will be removed as soon as is practically possible.
- All other data will be stored safely and securely and reviewed as part of the next two-year review.

Volunteer and freelancer data

- When a volunteer or freelancer stops working with WMSO and all administrative tasks relating to their work have been completed any unnecessary data held on them will be deleted.
- Unless consent has been given data will be removed from all email mailing lists.
- All other data will be stored safely and securely and reviewed as part of the next two-year review.

Other data

- All other data will be included in a regular two-year review.

Changes to this Data Protection and Retention Policy

We may update this Data Protection and Retention Policy from time to time. When we do we will publish the updated Policy on our website. If the changes are significant we will communicate them to you. We would encourage you to visit our website regularly to stay informed of the purposes for which we process your information and your rights to control how we process it.