



WMSO – DATA PROTECTION PRIVACY NOTICE

What is this guide for?

Whenever WMSO officers, i.e. those who carry out specific tasks in administration of WMSO, need to collect any personal data, individuals will be informed at that point i) why it needs to be collected and ii) what it will be used for. This guide provides an overview of all of those situations and provides more detail on how personal data is kept secure and up to date, how long it might be held for, and what rights individuals have in relation to it.

WMSO is committed to protecting personal data and will use any personal or sensitive data collected in line with the General Data Protection Regulations (GDPR).

Who is responsible for data the group collects?

WMSO is a Data Controller under the GDPR. WMSO's Data Protection Officer is Ali Fyffe (WMSO Treasurer) who can be contacted via the WMSO website: <http://wmsso.org.uk/contact>.

What data does WMSO collect and what is it used for?

WMSO collects data from individuals to help plan, organise and run the day-to-day operations of the orchestra (e.g. coordinating rehearsals or collecting subscription payments) and to promote and market the orchestra's concerts and other events.

i) **Members: for administering membership**

When a player joins WMSO as a member, or during membership with WMSO, some or all of the following information will need to be collected:

- Name
- Email address
- Phone number(s)
- Address
- Gift Aid Declarations
- Photos/video footage

This data will be used by committee members and other members who carry out tasks on the orchestra's behalf to manage membership with WMSO and to organise and run the orchestra's activities. In addition, photos will occasionally be taken for use on the WMSO website, Facebook page or other promotional material.

If a member gives consent to do so, WMSO may also use contact details to send communications about other activities that WMSO feels may be of interest. Any of these communications will include a clear option to withdraw consent (e.g. to 'opt out' of future emails) and members can also withdraw consent at any point by contacting the Data Protection Officer – Ali Fyffe (WMSO Treasurer) via the WMSO website: <http://wmsso.org.uk/contact>.



ii) Concert attendees: for processing and managing tickets for concerts

Where our concerts are ticketed, data needs to be collected from the person booking (name and email) in order to allow access to the concert and to send a confirmation of the reservation/purchase. This data will only be used for administering access to the concert/s for which the booking has been made and will *not* be used to send any marketing/promotional messages from WMSO unless specific consent had been given for this (see below).

iii) Employees and contractors: for administration and legal/regulatory purposes

WMSO may need (for administration or for legal/regulatory reasons) to collect personal or sensitive data on employees or contractors of the orchestra. Where this is the case, WMSO will explain what this is for at the point of collection.

iv) Mailing list subscribers: for marketing and promotion

WMSO offers members of the public the opportunity to sign up (consent) to receive marketing and promotional information on the orchestra's activities (e.g. emails about forthcoming performances).

When a member of the public signs up to WMSO's marketing mailing list, a name and email address will be required and WMSO will use this data to send information about forthcoming performances. If WMSO marketing information is currently received by post, this method of communication will continue to be used unless otherwise instructed.

WMSO will *only* send out information that is related to the orchestra (e.g. it will *not* use personal data to send marketing messages from third parties).

Anything sent out by WMSO will include a clear option to withdraw consent (e.g. to 'opt out' of future emails) and this can also be done at any time by contacting WMSO's Data Protection Officer – Ali Fyffe via the WMSO website: <http://wmsso.org.uk/contact>.

v) Website visitors: for running and improving the WMSO website

WMSO uses cookie technology when a person visits the website to record preferences (for example whether the cookie policy has been accepted or not), to manage logged in user sessions and to make navigation around the website more efficient.

WMSO uses a pop-up banner on www.wmsso.org.uk that activates each new time a user visits the website, and every 100 days for existing users. This draws attention to the website's use of cookies and will allow the user 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).

In order to improve the WMSO website and better understand our visitors' needs, Google Analytics is used to collect anonymous information about how visitors use the website. The information collected may include

- a unique, randomly chosen identifier for the visitor, for the purposes of distinguishing individual users visiting the website
- a unique, randomly-chosen short-lived identifier for the visitor, for the purposes of tracking individual browsing sessions
- pages visited (page information, time visited, time spent on pages)
- your IP address, for the purposes of protecting the service, and for determining the approximate location of users visiting the website.



You may opt out of Google Analytics by installing a browser plugin provided by Google, which can be downloaded from here <https://tools.google.com/dlpage/gaoptout>

There is more information about cookies below, or at <http://www.allaboutcookies.org>

vi) Young Musician Concerto Competition Entrants: for administrative purposes

WMSO collects data from Young Musician Concerto Competition entrants such as name, address, phone number, email address and date of birth to enable it to administer the competition. This data will be securely held for 3 years for purposes of contacting entrants regarding competition administration details and future performing opportunities with WMSO.

Does WMSO share data with anyone else?

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

WMSO sometimes uses third party services to process data (e.g. Google Drive, Little Box Office). WMSO will always make sure any third parties we use are reputable and secure, and that data is processed in accordance with personal rights under GDPR.

Are there special measures for children's data?

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

How can individuals update personal data?

Individuals can contact WMSO's Data Protection Officer, Ali Fyffe, at any time via the WMSO website: <http://wmsso.org.uk/contact> to update or correct the data held by WMSO.

How long will WMSO hold personal data?

The WMSO's data retention policy is to review all data held on individuals at least every two years and remove data where there is no longer a legitimate reason for it to be kept.

Where an individual has withdrawn consent for WMSO to use personal data for a particular purpose (e.g. unsubscribed from a mailing list), WMSO may retain some data for up to two years in order to preserve a record of such consent having been withdrawn.

What rights does an individual have?

GDPR specifies that an individual has the following rights over their data and its use:

- **The right to be informed** about what data is collected and how WMSO will use it
- **The right of access** - individuals can ask to see what personal data is held by WMSO
- **The right to rectification** - individuals can ask that WMSO updates or corrects personal data
- **The right to object** - individuals can ask that WMSO stops using personal data for a particular purpose
- **The right to erasure** - individuals can ask WMSO to delete personal data held
- **The right to restrict processing** - individuals can ask that WMSO temporarily stops using personal data while the reason for its use or its accuracy are investigated



Though unlikely to apply to the data that WMSO holds and processes, individuals also have rights related to **portability and automated decision making** (including profiling).

All requests related to individual rights should be made to our Data Protection Officer, Ali Fyffe via the WMSO website: <http://wmsso.org.uk/contact>. She will respond within one month where possible.

More information about individuals' rights can be viewed on the Information Commission's Office website <https://ico.org.uk>

What will WMSO do if anything changes?

If WMSO makes changes to its privacy statements or processes it will post the changes on the website. Where the changes are significant, WMSO may also choose to email individuals affected with the new details. Where required by law, WMSO will ask individuals' consent to continue processing personal data after these changes are made.

Use of Cookies

What are 'cookies'?

In common with most websites, the WMSO website uses *cookies* to enhance a site visitor's 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. WMSO uses cookies to record your preferences (for example whether you have accepted our cookie policy), to manage logged user sessions and to make navigation around the WMSO website more efficient.

Without cookies, some things on websites would not be able to work: for example, without cookies it might not be possible for an individual log in and access the restricted members' area.

How does the WMSO website use cookies?

A visit to a page on the WMSO website may create the following types of cookie:

- Cookies that persist for the duration of the user's browsing session o to ensure consecutive website requests from a particular user are processed by the same web server
 - o to remember the capabilities of the user's web browser so that the website can adapt to give the user the best browsing experience
 - o to remember the user's short-term preferences when interacting with the site, for example to record if the user hides a menu or starts to fill out a multi-page form
- Cookies that persist for a fixed short time (e.g. for a few days): to record that a user is currently logged into the website
- Cookies that persist for a longer fixed time (e.g. for a few months): to record the user's preferences, for example that they have accepted the cookie policy.

Analytics cookies

The WMSO website uses Google Analytics to collect information about how visitors use the site. Google Analytics may set some or all of the following cookies:



Cookie name	Default expiration time	Description
__utma	2 years from set/update	Used to distinguish users and sessions. The cookie is created when the javascript library executes and no existing __utma cookies exists. The cookie is updated every time data is sent to Google Analytics.
__utmt	10 minutes	Used to throttle request rate.
__utmb	30 mins from set/update	Used to determine new sessions/visits. The cookie is created when the javascript library executes and no existing __utmb cookies exists. The cookie is updated every time data is sent to Google Analytics.
__utmc	End of browser session	Used in conjunction with the __utmb cookie to determine whether the user was in a new session/visit.
__utmz	6 months from set/update	Stores the traffic source or campaign that explains how the user reached your site. The cookie is created when the javascript library executes and is updated every time data is sent to Google Analytics.

If you choose to click on our Easy Fundraising page then the Easy Fundraising cookie policy will apply, which you can read here <https://www.easypundraising.org.uk/terms/cookies>

How do I turn cookies off?

It is usually possible to stop your browser accepting cookies, or to stop it accepting cookies from a particular website.

All modern browsers allow you to change your cookie settings. You can usually find these settings in the 'options' or 'preferences' menu of your browser. To understand these settings, the following links may be helpful, or you can use the 'Help' option in your browser for more details.

- [Cookie settings in Internet Explorer](#)
- [Cookie settings in Firefox](#)
- [Cookie settings in Chrome](#)
- [Cookie settings in Safari](#)

Please note: switching off cookies may prevent some aspects of our website from working fully.

Useful links

You can find out more about cookies and their use on the internet from www.allaboutcookies.org

External links

This site may contain links to other sites at which your personal information is collected, on our concert pages for example. When following a link to another site, the collection and use of your personal information is controlled by the privacy policy of that site. We do not accept any responsibility or liability for the privacy policies of external websites and your use of external websites is at your own risk.