



The Tiffin Girls' Music Society

Privacy Notice

Last updated	16 September 2019
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1. Introduction

This Privacy Notice explains in detail the types of personal data we may collect about you, how we'll store and handle that data, and keep it safe.

2. Explaining the Legal Bases we rely on

The law on data protection sets out a number of different reasons for which an organisation may collect and process your personal data, including:

- **Consent:** in specific situations, we can collect and process your data with your consent. *For example, when you tick a box to receive TGMS email updates.*
- **Contractual Obligations:** in certain circumstances we need your personal data to comply with our contractual obligations. *For example, if you complete a TGMS membership form, we process this data to maintain membership records and record payments.*
- **Legal Compliance:** if the law requires us to, we may need to collect and process your data. *For example, we have a legal obligation to maintain accounting records.*

3. When do we collect your personal data?

- When you complete our Membership Form or our Donation & Gift Aid Form.
- When you send an email to join our mailing list.
- When you share contact information with a committee member to find out more about TGMS and its activities.

4. What sort of personal data do we collect?

- We collect your name, phone number, email address and daughter's name and year, when you complete our Membership Form.
- We collect your bank details if you complete the Standing Order section of the Membership Form.

5. How and why do we use your personal data?

- We use it so that we can process your membership, create a database of identifiable distinct members and process your subscription fee.
- If you consent to join our mailing list, we will send you regular updates about the musical activities taking place at The Tiffin Girls' School. This may include social events, requests for help at concerts and fundraising initiatives.
- We will use your email address to contact you regarding non-payment of subscription fees or other membership matters, in accordance with the contractual obligations referred to in Section 2, the Legal Bases we rely on.

6. How we protect your personal data

- We will treat your data with the utmost care and take all reasonable steps to protect it. Access to your personal data is password-protected, and sensitive data such as your bank details are promptly taken to your bank for processing.
- Our files, including your data, are stored in Dropbox in accordance with Dropbox policies. [Dropbox Privacy Policies](#)
- We will not share your personal data with 3rd parties.

7. How long will we keep your personal data?

- Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected. At the end of that retention period, your data will be deleted completely and physical forms will be shredded.

8. What are your rights over your personal data?

You have the right to request:

- Access to the personal data we hold about you, free of charge.
- The correction of your personal data when incorrect, out of date or incomplete.
- If you are a Member, that we stop using your personal data when your membership ceases, except to fulfil our legal obligation to maintain accounting records.
- That we stop any consent-based processing of your personal data after you withdraw that consent.

You can contact us to request to exercise these rights at any time by emailing R. Foster, Treasurer & Membership Secretary at rachel@retsof.co.uk

9. Your right to withdraw consent

Whenever you have given us your consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

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