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This is a template Privacy statement designed to be given to individual joining your group as a new member. It explains what data you will collect from them and how you will use it.

It has been designed in line with General Data Protection Regulations (GDPR) and can be used as it is - with just your specific details (e.g. group name) added in, or taken as a starting point with changes made to suit your specific activities and circumstance.

Before using the policy we suggest you read our [guidance on privacy notices and privacy statements](https://www.makingmusic.org.uk/resource/guidance-using-our-template-privacy-statements).

We have more resource available in our [GDPR toolkit](https://www.makingmusic.org.uk/resource/gdpr-data-protection-toolkit).

We hope you find this Making Music template resource useful. Whilst every effort is made to ensure that the content is accurate and up to date, Making Music do not warrant, nor accept any liability or responsibility for the completeness or accuracy of the content, or for any loss which may arise from reliance on the template or any information contained in it.

If you have any comments or suggestions about the guidance please[*contact us*](https://www.makingmusic.org.uk/about-us/contact-us).

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**Your member data – what we need and why**

We need some of your details, for example your name and email address, so that we can let you know about things like rehearsal and event dates, subscription payments, and social events.

**What data do we collect from members?**

We collect some of the following types of data from members (we don’t collect *all* of this data on *all* members – we only collect it if it’s needed):

|  |  |
| --- | --- |
| * Name
* Email address
* Postal address
* Phone number
* Emergency contact details
* Photos/video footage
* Subscription payments
 | * Gift Aid declarations
* Bank details
* Medical information
* Age/DOB
* Gender
* Criminal records check
 |

We check what data we have on members every two years and remove it if we no longer need it. If you leave the group, we’ll make sure we stop using and/or delete any data we don’t need to keep (e.g. for financial reporting).

**What do we use it for?**

Any of the information listed above might be needed to manage your membership with [Group Name] and to organise and run our activities. We won’t ever use this data for anything else unless you give us your active consent for that additional use.

*If* you give us your consent, [Group Name] will add your email to our mailing list for the group’s marketing/promotional communications. We will always include opt-out options on all such communications. You can withdraw your consent at any point by contacting the Data Protection Officer.

**Do we share your data with anyone else?**

* We will never give your data to third parties for that third party to use. We will sometime use third party services (e.g. Google Drive) to store or process your data but we will always make that they are reputable and secure, and that your data is kept safe.
* If another member of [Group Name] asks for your contact details we will only ever share them if you consent.

**What can you ask us to do?**

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the Data Protection Officer who will respond within one month.

**I’ve got a question– who should I speak to?**

The best person to speak to is the Data Protection Officer - [XXXXXXX].

**New member confirmation**

I am aware that [Group name] will collect, hold and use some of my data for membership administration purposes.

Name: ……………………………………………

Date: ……………………………………………

**Marketing and promotions (optional)**

* I would like to be added to the mailing list for [Group name]’s marketing
(e.g. emails about our forthcoming events)