

GDPR and Kingston Philharmonia Members

The new General Data Protection Regulation (GDPR) comes into force on 25th May 2018. GDPR applies to organisations that store electronic information about members of the public, including small charities such as Kingston Philharmonia. The umbrella organisation for amateur orchestras, [Making Music](#), have documented the legal requirements which we are obliged to follow. Broadly speaking, we are, and have been, in compliance with the current and new regulations, but there are a few adjustments we must make to our procedures, which are outlined below. You can also see a copy of this notice in the **Admin** section of the [private members page](#).

What information do we hold about you?

We hold the minimum information about members that we need to run the orchestra – basic contact details (name, address, telephone number(s) and email addresses). No bank details are held, save for the few account numbers need to reimburse specific members in regard to orchestra expenses – with the said members’ explicit consent; they are held privately only by the treasurer.

You can view and amend all of this information (with the exception of bank account details) by logging onto the [private members page](#) and clicking the “view or amend my details” button. To amend your bank details, contact the treasurer directly (you can do this via the [private members page](#)).

Who has access to this information?

The committee has access to members’ contact details, which are stored securely on our web server; these details are available only to the committee. A member may choose to make part or all of this data available to other members. The treasurer alone has access to bank details, where provided by the member, and uses them solely in connection with managing their subscription. These are **not** stored on our web server.

How and why may the committee contact me?

It is implicit in your membership that you agree to be contacted by the committee for purposes connected with the running of the orchestra – notification of rehearsals, changes of venue and date, concert information and the like.

The committee may occasionally wish to circulate details of external events, and promotional details from other music-related organisations. You will receive these only if you have explicitly agreed to do so.

Who else may contact me?

Other members may wish contact you via the private members’ web page, or directly by email, telephone or post. They can only do so if you have given explicit permission to each type of contact. Only registered members have access to this web page, which is encrypted and password protected.

The committee will not divulge your contact details directly to anybody, orchestra member or otherwise, unless under extraordinary circumstances, in which case we will pass the request onto you, for you to decide whether you wish to respond or not.

What do I have to do?

There is no action you have to take at present. By mid-April, we will have circulated an email with a link to a secure web page which will allow you to specify what information you wish to divulge to other

members, and to agree to receive non-KPO related emails. Regardless of your current choices (some of which were enabled by default), you will now have to opt in explicitly to such choices.

What does the committee have to do?

We are confident that our current practices are compliant with GDPR, once we have taken the above steps to allow you to indicate your choices. If you do not reply by May 25th, you will be automatically opted out of all.

What about cookies?

If you are not logged into the website as a member, the only cookies we store relate to the last time you visited a web page, in order to display only those notices that have been added since that visit.

If you are logged in as a member, we keep your user name and (encrypted) password as cookies, if you have selected to *keep me logged in*, in order to log you in automatically the next time you visit the site.