

Lambeth Wind Orchestra Privacy Notice

Hello

This is the privacy notice for Lambeth Wind Orchestra. It explains what personal data we collect, and how and why we use it.

We review this privacy notice regularly. It was last reviewed on 25 February 2025.

You can contact us by email at lambethwindorchestra@yahoo.co.uk.

How and why we use your information

Members

If you are a member of the orchestra, we collect the following information:

- name and contact details
- payment history
- taxpayer status
- your availability for rehearsals
- the instrument(s) you play
- other music groups you are part of
- photos and video footage

We use this information to:

- administer your membership
- let you know about our activities and events, including rehearsals and concerts, through our weekly newsletter
- check if and when you've paid your subscription fees and follow up if you've missed a payment
- claim Gift Aid, if applicable
- organise deputies for rehearsals and concerts
- reduce scheduling clashes when organising our activities and events
- publicise the band using photos and video footage

We may also collect information on your income or financial needs. We use this information to provide financial support, including reduced or waived subscription fees.

We collect this information directly from you verbally or by email.

We only retain this information as long as you are a member of the orchestra or for as long as is necessary to perform the tasks above, whichever is shortest.

Our lawful basis for collecting and using this information is for the **performance of a contract**. In this case, your membership of the orchestra.

We also rely on your **consent** to use your contact details to send you our weekly newsletter and use photo and video footage. You may withdraw your consent at any time by emailing us at lambethwindorchestra@yahoo.co.uk.

Trustees

If you are a trustee of the orchestra, we collect your name, contact details and date of birth.

We share this information with the Charities Commission to fulfil our reporting requirements. You can find out more about how the Charity Commission uses the information we provide in their [Personal Information Charter](#).

We retain this information as long as you are a trustee of the orchestra.

Our lawful basis for collecting and using this information is to **comply with legal requirements**.

Supporters

If you are a supporter of the orchestra, we collect your name and contact details.

We use this information to let you know about our activities and events.

Our lawful basis for collecting and using this information is **consent**. You may withdraw your consent at any time by emailing us at lambethwindorchestra@yahoo.co.uk.

Prospective Workers

If you are a prospective worker of the orchestra, we collect the following information:

- name and contact details
- employment history
- education history
- right to work
- details of any criminal convictions
- details of any Disclosure and Barring Service (DBS) checks

We use this information for recruitment purposes.

We retain this information for the duration of your application. We may retain some of this information if you are successful. See the section on how we process data for [workers](#).

Our lawful basis for collecting and using this information is for the **performance of a contract** (or taking steps at your request to enter into a contract) and **legitimate interests**.

Workers

If you work for the orchestra, we collect the following information:

- name and contact details
- right to work
- details of any criminal convictions
- details of any Disclosure and Barring Service (DBS) checks
- payment details

We use this information to:

- administer the contract that we have with you
- ensure you have a right to work in the UK
- pay you

Our lawful bases for collecting and using this information are to **comply with a contract** and to **comply with legal requirements**.

Who we share your information with

We may share your information with the following data processors.

Yahoo

Yahoo manages our email. Yahoo may share information with subsidiaries and affiliated companies located in the UK, the European Union (EU) or the European Economic Area (EEA). Transfers of information to the EU and the EEA are covered by UK adequacy regulations.

Wix.com

Wix.com manage our website and process information submitted through forms on our website. We also use Wix.com for email marketing. Wix.com may share information with subsidiaries and affiliated companies located outside of the UK. You can find out more about these transfers in the Wix.com [privacy notice](#).

Your rights

You have the right to request:

- information about how your personal data is processed
- a copy of that personal data
- that anything inaccurate in your personal data is corrected without undue delay

You can also:

- raise an objection about how your personal data is processed
- request that your personal data is erased if there is no longer a justification for it
- ask that the processing of your personal data is restricted in certain circumstances.

If you wish to exercise your rights above, please contact us by email at

lambethwindorchestra@yahoo.co.uk.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us by email at lambethwindorchestra@yahoo.co.uk.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

You can also contact the ICO by phone on 0303 123 1113 or on their [website](#).