

## **Privacy Policy of the British Harpsichord Society (BHS)**

This note describes the data that we collect from members, and the way that we use it.

The "data controller" (subsequently referred to as "we") of members' personal data is: The British Harpsichord Society, <http://www.harpsichord.org.uk>

### **The way that we use personal data**

The personal data we hold is limited to members' names, email addresses and post codes. There is also space on the Joining Form for other information but this is all voluntary.

The Mailchimp utility we use to enable us to contact members may also calculate statistics relating to the opening or otherwise of the emails we send.

### **How do we collect personal data?**

We register a member's name and email address when that member first applies to join, usually via the form on our website, and we apply subsequent changes to these details when notified.

The BHS Membership Secretary maintains a spread sheet, with all the information collected from the joining forms, held on the Membership Secretary's computer which is protected with a password.

### **How do we use personal data, and what is our justification for doing so?**

We use members' personal details principally to send them emails – the "monthly diary" - which contains details of harpsichord related concerts and recitals. We also email the BHS publication "Sounding Board" to members. Additionally, we may occasionally email other items which may be of interest to members, or of an administrative nature.

### **How do we share personal data?**

We will not disclose members' personal data with any persons or organisations, except and only when we have an individual member's express permission to do so.

### **Security and retention of your personal data**

Members' contact details are held in a Mailchimp account, protected by a password that is known only to certain members of the BHS committee. Contact details and other information volunteered by the member are held on a Spread Sheet (data base) administered by the Membership Secretary on a password protected computer.

### **Your rights and how to contact us**

The law gives members a number of rights in relation to personal data and our use of it. A member has the right:

- (a) to ask to see what personal data we hold about the member and to find out about the way that we process the data
- (b) to ask us to correct or update any personal data which is inaccurate;
- (c) to ask for personal data to be deleted or to temporarily stop using it.

Members wishing to exercise any of the rights listed above, or members with queries or concerns about the way that we use personal data (or any questions about this privacy policy), should contact us by emailing [info@harpsichord.org.uk](mailto:info@harpsichord.org.uk) .

### **Changes to our privacy policy**

Any changes we may make to our privacy policy in the future will be posted on the BHS website <http://www.harpsichord.org.uk> and we will also notify members of the changes by email.