



1. About this Policy

- 1.1. This policy explains when and why we collect personal information about our trustees, members, patrons, volunteers, hirers, suppliers and contractors, how we use it and how we keep it secure and your rights.
- 1.2. We may collect, use and store personal data, as described in this Data Processing Policy.
- 1.3. We may change this Policy from time to time without prior notice. Please contact us to learn of any changes, but amendments will not be made retrospectively.
- 1.4. We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with personal data. Further details on the GDPR are available from the Information Commissioner's website (www.ico.gov.uk). For the purposes of the GDPR, the Society Trustees will be the "controller" of all personal data we hold about you.
- 1.5. This policy was first effective from the 1 January 2022.

2. Who are we?

- 2.1. We are Ipswich Gilbert and Sullivan Society, registered charity number 1165408.

3. What information we collect and why

Type of information	Purposes	Legal basis of processing
Names, address, telephone numbers and e-mail address(es) of trustees, members, patrons, volunteers, hirers, suppliers and contractors.	Managing the business of the Society.	For the purposes of our legitimate interests in operating the Society.
Bank details of hirers who pay us or require deposits returning using electronic banking.	Managing bank accounts.	For the purposes of our legitimate interests in operating the Society.
Bank details of suppliers whom we pay electronically.	Payment of accounts.	For the purposes of our legitimate interests in operating the Society.

4. How we protect your personal data

- 4.1. We will not transfer your personal data outside the EEA without your consent.
- 4.2. We have implemented accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alteration or destruction. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

- 4.3. Please note however that where information is transmitted over the internet this can never be guaranteed to be completely secure.
- 4.4. We will use our bank's online secure payment systems for receipts and payments.
- 4.5. We will notify you promptly if there is any breach of your personal data which might expose you to serious risk.
- 4.6. The Honorary Treasurer holds financial data of committee members, volunteers, contractors and suppliers.
- 4.7. The Membership Secretary holds contact data of members, volunteers, contractors and suppliers.
- 4.8. The Chairman holds contact data of Society patrons.
- 4.9. Trustees managing concert bookings keep contact details of organisations for whom we perform and whilst there is a need for purpose of rebooking.
- 4.10. We will never sell your personal data. We will not share your personal data with any third parties without your prior consent, which you are free to withhold except where required to do so by law.
- 4.11. We will hold your personal data on our systems for as long as you are a trustee, member, volunteer, hirer, supplier or contractor and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form to be able to comply with future legal obligations, such as compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.
- 4.12. We securely destroy all financial information once we have used it and no longer need it.

5. Your rights

- 5.1. You have rights under the GDPR:
 - (a) to access your personal data,
 - (b) to be provided with information about how your personal data are processed,
 - (c) to have your personal data corrected,
 - (d) to have your personal data erased in certain circumstances,
 - (e) to object to or restrict how your personal data is processed,
 - (f) to have your personal data transferred to yourself or to another business in certain circumstances.

- 5.2. You may complain about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>
0303 123 1113.

For more details, please address any questions, comments and requests about our data processing practices to our Trustees at info@ipswichgands.co.uk