

## Chandos Symphony Data Protection Permissions

Dear Players,

It is necessary, because of changes in the law, for the orchestra to have your permission to hold your personal data. Personal data is essentially anything from which you may be able to be identified. Failure to comply with the law risks the orchestra incurring a swingeing penalty.

**1. Routine Contact:** Permission is implied in relation to contact details because we need to let you know of essential administrative matters. However we also need to make sure that our record of contact details is up to date. We need your email addresses for routine communications. We need phone numbers in case some arrangements need to be changed at short notice and we need addresses in case music requires to be posted to you.

**Please email in one of the following statements:**

*I wish to remain on the orchestra's contact list. My current contact details are*

Name..... Instrument.....

Address.....  
.....  
.....

Phone..... Mobile.....

Email.....

**Or,**

*I am no longer a Chandos Symphony Orchestra player. Please remove my details from your contact list.*

**2. Non-essential Contact:** Sometimes we may in the future want to email you because we want to tell you about other matters, for example, an interesting concert coming up, or a social event.

We need your specific permission to keep your contact details for that sort of communication. Your permission cannot be implied. Please, therefore, will you let me know whether or not you are willing to give permission to the orchestra to send these communications to you. We promise that they will be relatively few. If you do not agree we will not be able to let you know about them.

**Please will you reply to my email in one of the following ways:**

*I agree to being very occasionally contacted by Chandos Symphony Orchestra in relation to non essential matters, for example social events or concerts that may interest me.*

**Or,**

*I do not wish to receive non essential communications from the orchestra.*

**3. Photographs:** Certain photographs are regarded as personal data if you can be identified from them. As you know we publish on the orchestra website and Facebook page a number of photographs taken at concerts and rehearsals. Hitherto we have not required to have your permission to publish these images, but now we do. If you are willing to allow your photograph to be published please will you let us know.

**Please will you reply to my email in one of the following ways:**

*I agree to my photograph being published on the Chandos Symphony Orchestra website and Facebook page.*

**Or,**

*I do not agree to my photograph being published on the Chandos Symphony Orchestra website and Facebook page.*

We hope that you understand the necessity of going through this somewhat laborious exercise. If you have any questions please speak to any committee member.

Yours sincerely

Helen Merrett.

On behalf of the Chandos Symphony Orchestra committee.

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