

Privacy policy – May 2018

In summary

This Privacy Notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we'll store and handle that data, and keep it safe. We hope the following sections will answer any questions you have but if not, please do get in touch with us.

It's likely that we'll need to update this Privacy Notice from time to time. We'll notify you of any significant changes, but you're welcome to come back and check it whenever you wish.

Arco Iris Community Samba Band

Arco Iris Community Samba Band – which we'll refer to as Arco Iris in this document – is a not-for-profit community band run by a volunteer committee, who run weekly practices and organise gigs, both nationally and internationally, and run workshops for band members.

Explaining the legal bases we rely on:

All data collected by the band falls into the category of legitimate interest, as data collected by the band is used in ways which might reasonably be expected as part of running the band. The data is used in a way which does not materially impact your rights, freedom or interests. For example:

- We will use email addresses to organise gigs, and announce gigs and band announcements to the band
- We will use marketing images to promote the band
- We will retain information on memberships in order to allow active band members access to restricted areas of the website.

When, and what personal data we collect

Band members - we take email subscriptions to the band mailing list in person at weekly practice, and online when people apply for access to the website. Occasionally for big gigs, phone numbers of band members are also collected to communicate changes in event organisation. Photographs of band members during gigs are also taken for marketing and instructional purposes.

Requesting an event booking - information is collected (names, email, phone numbers, event venue and address) via the website on the event booking form. Sometimes client addresses are collected for the purpose of issuing invoices.

All financial transactions within the band are carried out by cheque and no financial data of any other organisations is held by Arco Iris.

How and why we use your personal data

We need to keep in touch with band members and people looking to book us. The data privacy law allows this as part of our legitimate interest in running the band. You can always choose not to share your data with us.

We process your data in the following ways:

Inter-band communications

In order to co-ordinate the day to day running of the band, as well as organising gigs we will use emails to keep you up-to-date with announcements relating to meetings, announcements and organisation of events by Arco Iris Community Samba Band. There are two mailing lists; one ("band") for official band announcements and the other ("chatter") for more informal announcements from members of the band.

Emails to these lists are run through a secure server. E-mails to the band list, except those from mailboxes setup for gig managers to communicate with the band regarding their respective gig, are moderated by the webmaster prior to being released to the mailing list. Emails to the chatter list are not moderated. Updates are also made via the band's closed Facebook page. You can choose not to receive further information from us by unsubscribing from one or both mailing lists, and by leaving the Facebook group, at any time.

Band marketing images

We use images of the band, generally taken during gigs and events, for the purposes of marketing for the band. These images will be group shots and never of individual band members. Images taken by members of the band will be used with permission of the photographer, and a collection of stock images for marketing will be retained on the website. If at any point you wish for an image containing you to be removed you can contact the committee to request this. If you ever want to be excluded from photographs you can also request not to be included.

Gig management and events

All gig request forms are currently sent to a designated mailbox managed by two members of the committee (Events Team). Organisation of the gigs, workshops and any other social events are managed through this specific mailbox and the password is only known by the two members of the Events Team. In the instance that the role is being carried out by a single person, the Arco Iris Chairperson will also hold the password information in case of emergency. The password is changed each year following the annual general meeting.

The Events team will contact potential gig clients via email and/or telephone in order to decide whether to proceed with a gig, organise details and negotiate fees. If a gig goes ahead, gig management will be passed to a member or members of the band via a dedicated mailbox, set up by the webmaster specifically for each gig. For paid gigs the contact details of the organisers will be forwarded to the treasurer, so that an invoice can be raised for the event, as well as a lists of drivers for mileage payments.

Phone numbers of band members are occasionally required for gig management, in particular for international gigs. Lists of personal phone numbers collated for a particular gig will be retained within the events database for that gig and deleted following the event in question.

Phone numbers are sometimes given out by people managing gigs for the band, though this is not a requirement of the gig management process, and these numbers are not held in a database by the band. This policy does not cover phone numbers given through free will to individual members of the band.

Using the website

You do not have to provide any information to us to use the public sections of our website. However certain sections of the site contain information, such as scores, which you have to log in to use. These sections of the website are not currently accessible if you choose not to share essential information with us.

When you visit arcoiris.org.uk and register for the members section of the site, we will ask you to submit - and will collect - personal information from you, including your name and email address.

We use your information for the following purposes only:

- To provide you with relevant content
- To administer this website.

Membership status and subs list are also stored on the website, however this information is only accessible to members of the committee, who are responsible for keeping this information up to date.

Committee communications

Communication can come in from the general public to the committee in a number of ways – either via the committee email address, or via an email addressed to a particular role within the committee. These are forwarded to the inboxes of committee members who deal with incoming requests from members of the general public and from members of the band. You are free to opt out of any of these services at any time.

How long will we keep your personal details?

After collecting your data, we aim to only keep it as long as necessary, for the purpose for which it was collected.

At the end of that period, your data will either be deleted or anonymised, for example information on gigs will be retained while personal data is removed, so we can use this as a record of previous engagements.

- Gig management – emails relating to the organisation of gigs will be kept for a period of up to three years
- Dedicated gig mail boxes – these will be deleted following completion of a gig, with all non-active email boxes to be held for a maximum of one year
- Subs list – this is amended regularly in order to keep up with new additions to the band, with people not attending weekly practise removed regularly.

Who we share your privacy with

Your privacy is important to us, which is why we will never release your personal details to any company outside of the Arco Iris Community Samba Band for their mailing or marketing purposes, with the exception of the companies who provide our mail servers. We treat all of your personal information as confidential.

Your rights

You have the right to request the following:

- You have the right to request a copy of any information about you we hold at any time, and also to have that information corrected if it is inaccurate.
- To be removed from one or all band mailing lists and records

Where we rely on data held in our legitimate interest:

In cases where we are processing your personal data on the basis of our legitimate interest, you can ask us to stop for reasons connected to your individual situation. We must then do so unless we believe we have a legitimate overriding reason to continue processing your personal data.

Marketing images:

You have the right to stop the use of your personal data (generally in the form of photographs) being used for marketing through all channels.

For the purposes of data held within the band, Arco Iris is the Data Controller. To obtain a copy of information held by the band, contact the committee via committee@arcoiris.org.uk who will deal with your request.

To protect the confidentiality of your information, we may ask you to verify your identity before proceeding with any request you make under this Privacy Notice.

How to stop the use of your personal data within the band?

There are several ways you can stop us from using your personal data:

- Click the 'unsubscribe' link in any email communication that we send you. We will then unsubscribe you from the mailing list in question (either "band" and/or "chatter"). This can also be achieved through communication with Arco Iris (the data controller) via the committee.
- If you have a website login, contact Arco Iris) via the committee to remove your account details from the system

Please note that you may continue to receive communications for a short period after changing your preferences while our systems are fully updated.

Your consent, and changes to this privacy policy

By using our website and/or mailing lists you consent to the use of your information in the way set out above. If we decide to change our privacy policy we will notify you by email and/or by placing a prominent notice on the website.