

Privacy Policy

Introduction

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Please read the following carefully so that you understand what we do with your personal data and how we will treat it. By submitting your Consent Form and contacting Ryedale Jazz you are accepting and consenting to the practices described in this policy.

We comply with the General Data Protection Regulation 2018 in force in England and Wales (GDPR). The Data Controller is Ryedale Jazz. The date of this policy is given at the end.

1. Information about us

We are a small group of volunteers who are interested in traditional jazz and have jazz evenings once a month and organise a week long Jazz Festival in July.

We will never sell your data and we promise to keep your details safe and secure.

Ryedale Jazz is committed to protecting and respecting your privacy. If you have any queries about this policy or how we use your personal information, please contact us using the contact details in 2 below.

2. Contact us

To contact us or if you wish to change your preferences you can:-

Write to :- Ryedale Jazz, 31 Station Road, Snainton, Scarborough YO13 9AP

or Email :- whepplestone31@gmail.com

or telephone :- 01723 859733

3. Legal basis for processing

We collect your information for the purposes described in 9. below

The lawful basis for which we process your information is:

- your consent, as set out in 4 below;
- processing as necessary for the purpose of the legitimate interest pursued by us except where your rights as a data subject override our legitimate interest. The legitimate interest we rely on is the communication of the activities of Ryedale Jazz.

4. Your consent

We require your express consent to use your information for certain purposes. By positively completing our Consent Form and accepting this privacy policy, you consent to our processing such information in accordance with the purposes and provisions of this Privacy Policy.

In particular, you consent to us contacting you with information, in accordance with your preferences.

To update your preferences or to withdraw your consent please contact us via the details set out in 2. above.

5. Information you provide us

You provide us with information about yourself only.

6. Children

If you are under the age of 16, we need your parent or guardian's permission before you can sign up to our e-newsletter or make a donation.

7. How do we collect information?

We obtain personal information from you when you enquire about our activities, complete our Consent Form, send us an email, call us or ask a question.

8. What information do we collect?

We collect personal data as defined by the Act. The personal information we collect might include:-

Name and Title, date of Birth if necessary otherwise just Year, Email Address, Postal Address, and Telephone number, Bank/Credit Card details if necessary. We record your requests for information and any feedback we receive from you.

We want to ensure that your personal information is accurate and up to date. If any of the information that you have provided us with changes, for example if you change your email address, name, or if you wish to cancel your registration, please let us know using by emailing us at whepplestone31@gmail.com or see section **2** above.

9. How do we use this information?

We will use your personal information:

- to promote the aims of Ryedale Jazz by sending you our Newsletter and any information about our activities and events.
- to maintain a summary of your history with us;
- to process any payments you may make to us and verify financial transactions;
- to provide you with information about future events we think may be of interest to you, including third party events.
- to obtain feedback on our activities from you;
- for research purposes to enable us to improve what we do.
- for administration purposes to notify you about changes to our programme and as part of our efforts to keep our website safe and secure; and to ensure that content from our website is presented in the most effective manner for you and for your computer.

If you would rather not receive information about our events then please let us know at any time by emailing whepplestone31@gmail.com or see section **2** above.

10. Do we share your information with anyone else?

We will never sell, or share with any other organisation, your personal data for marketing purposes.

We may use Cloud Storage for our data and we will notify this in this Privacy statement. Please note that we are not responsible for their data storage so please read their Privacy statement.

Any payments you make to Ryedale Jazz will result in the sharing of personal data with our financial institutions. We hold copies on file of all such transactions.

We may also need to disclose your information if required to do so by law or as expressly permitted under the Act.

Our website may, from time to time, contain links to and from the websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

11. How do we protect personal information?

We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used. However, you should be aware that the use of the Internet is not entirely secure and although we will do our best to protect your personal data we

cannot guarantee the security or integrity of any personal information which is transferred from you or to you via the Internet. Any transmission is at your own risk. Once we have received your information, we will use strict procedures to try to prevent unauthorised access.

12. How long do we keep your information for?

We retain your personal information for no longer than necessary. Where minimum retention periods are required, for example by HMRC for tax purposes, we will retain your information for the statutory minimum period.

Unless otherwise required by law, we will retain your information for as long as we have an active relationship with you and for two years thereafter, unless you request erasure of your information earlier in accordance with **13.** below.

13. Your Rights

You have the right to ask for a copy of the information we hold about you, this will be in electronic format.

You may ask us, or we may ask you, to rectify information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate if you inform us that your personal data is inaccurate.

You have the 'right to be forgotten' and ask for the erasure of your data . You may wish to exercise this right for any reason, for example where it is no longer necessary for us to continue holding or processing your personal data you may withdraw your consent. You should note that we are entitled to and reserve the right to retain your data for statistical purposes.

To let us know please contact us as in **2.** above. We will act in accordance with your instructions as soon as reasonably possible and there will be no charge.

If you think we are in breach of our responsibilities to you, you have a right to complain to the Information Commissioner at www.ico.org.uk.

14. Changes to this policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.