

WCS PRIVACY POLICY

At the Wakefield Concert Society (WCS), we are committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people, how we use it, the conditions under which we may disclose it to others, how we keep it secure and your rights in relation to your personal data.

We may change this Policy from time to time so please check the website at www.wakefieldconcertsociety.co.uk/Privacy occasionally to ensure that you are happy with any changes. By registering with us or by becoming a WCS member, you are agreeing to be bound by this Policy.

Any questions or requests regarding this Policy and our privacy practices should be sent by email to cljpearman@btinternet.com or by writing to Data Protection Manager, Chris Pearman, 22 Lindale Garth, Kirkhamgate, Wakefield, WF2 0RW.

WHO ARE WE

The Wakefield Concert Society Registered Charity No 506324, in the UK. The registered address is 50 Woodlands, Horbury, Wakefield, WF4 5HH.

HOW DO WE COLLECT INFORMATION ABOUT YOU

We obtain information about you via telephone, e-mail and online, when you join us, or become a member or a patron, or, when we retain you as an artist/performer, or, as supplier of the WCS, or, when you agree to receive information from us in connection with the WCS activities.

WHAT TYPE OF INFORMATION IS COLLECTED ABOUT YOU

The personal information we collect might include your name, address, email address and telephone number.

THE LEGAL BASES FOR THE PROCESSING OF YOUR PERSONAL DATA ARE AS FOLLOWS:

(a) to enable the WCS to fulfil our contractual obligations, to provide patrons and members with the services and the WCS news.

(b) you have given consent by agreeing to join us and/or to receive information about our events and activities.

HOW IS YOUR INFORMATION USED

We may use your information to:

- *process your membership;*
- *process orders that you have submitted;*
- *carry out our obligations arising from your membership;*
- *seek your views or comments on the services we provide;*
- *notify you of changes to our services;*
- *send you communications, which you have requested and that may be of interest to you;*
- *consent; and*
- *process for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract.*

HOW LONG DO WE RETAIN YOUR INFORMATION

We will hold your personal information on our systems for as long as is necessary to carry out our obligations in relation to your membership, or as long as is set out in any relevant agreement between us. Where an individual person's WCS membership lapses your information will be securely kept for a period of 5 years, after which your information will be deleted. Alternatively, you may contact our Data Protection Manager, who will delete your information at your request.

WHO HAS ACCESS TO YOUR INFORMATION

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Please be reassured that we will not release your information to third parties beyond the WCS, unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

HOW YOU CAN ACCESS AND UPDATE YOUR INFORMATION

The accuracy of your information is important to us. You can check the information we hold is correct on the members by email to cljpearman@btinternet.com or write to Data Protection Manager, Chris Pearman, Wakefield Concert Society, 22 Lindale Garth, Kirkhamgate, Wakefield, WF2 0RW.

LINKS TO NON-WCS WEBSITES

Our website may contain links to other websites, run by other organisations. This Privacy Policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

WHAT ARE YOUR RIGHTS

(a) the right to access;

You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee.

(b) the right to rectification;

You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.

(c) the right to erasure;

In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include: the personal data being no longer necessary in relation to the purposes for which the data was collected or otherwise processed, you are no longer a WCS member and wish the data not to be held for our standard 5 year period. Please note a request for data erasure for a current member would require that member to forfeit membership. The data is required for the WCS to fulfil its obligations.

(d) the right to restrict processing;

In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it: with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

(e) the right to object to processing;

You have the right to object to our processing of your personal data for direct electronic communications purposes. If you make such an objection, we will cease to process your personal data for this purpose.

(f) the right to data portability;

You have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others;

(g) the right to complain to a supervisory authority;

If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with the Information Commissioners Office. <https://ico.org.uk> and

(h) the right to withdraw consent;

To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

You may exercise any of your rights in relation to your personal data by written notice to our Data Protection Manager either via e-mail to cljpearman@btinternet.com or, by writing to our Data Protection Manager, Chris Pearman, 22 Lindale Garth, Kirkhamgate, Wakefield, WF2 0RW.