



## **Privacy Policy**

### **Records held by Southampton Classical Guitar Society include:**

Members' names, addresses, email addresses, and some photographs . These are stored securely on personal computers of committee members behind encrypted passwords running up to date security protection software. There is also a limited database of members' information stored securely on the website servers of TSO Host which are needed to administer access to the members area on the website. This includes name, email address, username and password, telephone numbers and any information or photograph which appears on the website or in the newsletter.

We also have contact details for artists relating to past and future performances, which is in the public domain anyway.

### **Use of personal data:**

The data will never be shared with other agencies, except for claiming gift aid via the charity commission with individual member's consent. The information is only available to the chairman, website administrator, secretary and treasurer, or another committee member standing in for one of them.

The data will be used by the society to contact members to inform them of Society activities and events, and for the administration of Society business.

Personal data will be held by the society for 1 year after the expiry of membership, then it will be erased, except for any information which needs to be retained for accounting purposes.