

Westerham Local Vocals – Privacy Policy

To complete enrolment, the attached forms need to be completed and returned directly to **Louise Orfila** (WLV Music Director and Data Protection Officer. Number: ZA316309).

I am committed to protecting your personal information and privacy and this policy describes exactly how we collect and use your personal information which is subject to certain legal safeguards specified in the General Data Protection Regulation.

This policy may be updated from time to time so please check back with us periodically. We will notify you of any significant changes by placing a notice on our website. Please contact me directly (Louise Orfila) if you have any queries about the policy.

Information you provide will comply with the following points in line with the Westerham Local Vocals' Privacy Policy:

- Data to be collected: Name, emergency phone numbers, date of birth, address and necessary medical information I should be aware of.
- Why?: The information collected from you is data needed in case of emergencies at WLV and to keep you updated with details about classes.
- How will your data be used?: Data that you give to WLV will be used in case of emergency. You will be contacted via email about shows, term dates, term fees, any general updates regarding WLV weekly sessions and other opportunities, if you opt in.
- Where will your data be kept?/ Data handling: Physical data forms will be handed to the music director (Louise) directly, and all forms will be kept in a locked cabinet securely at my home, that only I (Louise) have a key to. Enrolment forms sent via email will be printed and also placed in the locked cabinet. Online data that is sent to me via email, will be kept in a private Dropbox folder on my account that is never shared and is password protected. My password is not shared, only I can access this. Your contact number will be saved to my password protected phone and then removed upon request if/when you leave WLV, or at any time.
- Your Rights: To comply with the GDPR articles 15-22 regarding your rights, I need to inform you about your rights for your data: You have the right to access your information, you have the right to update your information (change of number, surname, GP details, phone numbers etc). You have the right to delete your information when leaving WLV or at any time.
- Accounting: Your personal information for processing your payments for WLV will be shared with accounting via quickbooks. I am data controller and my accountant is a data processor in order to complete necessary tax and accounting requirements. They have the necessary

security measures in place and will inform me of any data breach to their systems.

- You will be informed immediately in the event of a data breach any kind.
- Data you provide will only be used in emergencies if you are unwell during your time at WLV and I need to contact a member of your family to inform them.
- The email address you provide will be added to a mailing list which will allow for you to be kept up to date with the latest WLV news, including details about weekly classes, shows and other opportunities.
- When a vocalist leaves WLV, for any reason, their data (enrolment and consent forms) will be disposed of immediately and contact details will be removed from WLV's mailing list and you will not be contacted in future for any marketing purposes. *(If you leave but you would like to continue to be on a mailing list, written consent must be given separately).*
- I do NOT pass your data to any third parties not share with anyone else for marketing purposes
- If any of your information changes in any way, please let me know as soon as possible. You have the right to request a copy of the information I hold about you, free of charge.