

Ladies of Note – Privacy Notice

Your member data – what we need and why?

We need to collect and store some of your details, for example your name and email address, so that we can let you know about things like rehearsal and event dates, subscription payments, and social events (including member's 'special' birthday presentations). We also ask for Emergency contact details and any relevant medical information in case of you becoming ill /emergency during rehearsals /concerts etc.

Photos/video footage are often taken at concerts and may be put onto our Web site or YouTube.

What data do we collect from members?

We collect the following types of data from members

<ul style="list-style-type: none">• Name• Email address• Postal address• Phone number• Emergency contact details•	<ul style="list-style-type: none">• Medical information as necessary• DoB
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We check what data we have on members every two years and remove it if we no longer need it. If you leave the group, we'll make sure we stop using and/or delete any data we don't need to keep.

What do we use it for?

Any of the information listed above might be needed to manage your membership with Ladies of Note and to organise and run our activities. We won't ever use this data for anything else unless you give us your active consent for that additional use.

Do we share your data with anyone else?

- We will never give your data to third parties for that third party to use.
- If another member of Ladies of Note asks for your contact details we will only ever share them if you consent.

What can you ask us to do?

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the Data Protection Officer who will respond within one month.

I've got a question– who should I speak to?

The best person to speak to is the Data Protection Officer **Christine Bartlett**