



# Oxford and Cambridge Musical Club



## PRIVACY NOTICE

The **Oxford and Cambridge Musical Club** (OCMC) is the "Controller" of the personal data you provide to us. We collect personal data about you including names, addresses, email and phone numbers, as well as relevant musical skills and interests, which in the case of singing members include your voice type.

### **Why we need your data**

Our legitimate interest for processing your personal data is to provide you with on-going announcements of OCMC activities, to enable other members to contact you, and for you to contact them by means of our regularly published Membership Directory, which is only for internal use amongst members. We also use your information to collect membership fees, and to enable historical research on the activities of the OCMC and for statistical purposes. We require to process your voice type to know which singing roles will suit you.

In certain circumstances we also have a legal obligation to retain personal data for tax purposes.

### **What we do with your data**

The data you provide is processed by club officials in the UK and by members when organising concerts and other music-related activities. This information is located on computers and backup devices within the European Economic Area. The information is compiled into a club Membership Directory which is published to members only and treated by them as confidential. Specialist sections of the directory (eg all woodwind players) are created and used by orchestral coordinators to find performers needed for particular concerts. Statistics are created to assist in choosing performers at certain types of concert and are available to concert organisers on request.

We include some pictures and recordings of our members in the website. We will contact you before we publish a picture where you can be clearly identified or a recording that clearly features your individual performance.

We don't share or sell your personal data, with the exception of our historical documents which are kept and preserved by the Bodleian Library, but we will provide it to the relevant authorities if we are required under EU law or the laws of a Member State to provide it.

We don't process information for the purpose of automatic decision making.

### **How long we keep your data**

Members' bank details are not stored. We are required under UK tax law to keep the following personal data: name, address, and contact details for a minimum of six years. Former members' contact details will be removed from the club's computerised and manual membership files six years following the end of the subscription year in which they left. Concert programmes and statistics involving the names of members and voice types in the case of singers are kept for historical and research purposes.

The programme archive is available for public consultation on this URL:

[http://www.ocmc.org.uk/concert\\_archive.html](http://www.ocmc.org.uk/concert_archive.html)

Hard copies of early historical programmes and minute books (1900-1935) are kept by the Bodleian Library who is the data controller for this set of information. Extracts are published on the club website.

### **Cookies**

We operate a cookie free website.

### **Tracking**

We do not track you.

### **What are your rights?**

You have the right to access your personal information, and if you believe that the information we process on you is incorrect you can request to have it corrected. You can also object to: having your name included in the directory and/or the concerts' programme; and/or your pictures uploaded in the OCMC website, and therefore in these cases your data will not be recorded for future statistical and historical purposes.

In order to exercise your rights or if you have further questions, please contact:

**Graham Bowler**, OCMC Membership Database Administrator email: [directory@ocmc.org.uk](mailto:directory@ocmc.org.uk)

You also have the right to lodge a complaint to the [ICO](#).

Date of last review of this notice: 23rd May 2018