

Data Protection Policy

This policy gives important information about;

- The data protection principles with which Tayside Opera must comply
- [What is meant by personal information \(or data\) and sensitive personal information \(or data\)](#)
- [How we gather, use and ultimately delete personal information and sensitive personal information in accordance with data protection principles](#)
- Where privacy information can be found such as the personal information we gather and use, how it is used, stored and transferred, for what purposes, the steps taken to keep information secure and how long it is kept for
- Your rights and obligations in relation to data protection
- The consequences of failure to comply with the policy

Introduction

Tayside Opera obtains, keeps and uses personal information (or data) about company members and patrons for lawful reasons as set out in the company Privacy Notices.

This policy sets out how Tayside Opera comply with data protection obligations and seek to protect personal information relating to its members and patrons. It is to ensure that the organisation comply with the rules governing collection, use and deletion of personal information which they may have access to.

Tayside Opera will comply with their data obligations and to be concise, clear and transparent about how we obtain and use personal data about members and patrons and the way the data is deleted when it is no longer required.

Tayside Opera Committee are responsible for data protection compliance within the organisation. If you have any questions or comments about the content of the policy or require more information you should contact taysideopera@hotmail.com or telephone 07505837313 in the first instance.

This policy will be reviewed and updated in accordance with Data Protection obligations.

What is the legal basis for processing your personal data?

Processing is necessary for the performance of a contract (i.e. to contact you to fulfil our obligation to perform a patrons event each year, to contact you to continue your membership as a patron annually), legitimate interest (storage or IP addresses for risk management, cookies or access and smooth use of our website) and consent (i.e. through obtaining your consent to process your information to become a member or patron of Tayside Opera).

How do we process your personal data?

Tayside Opera complies with its obligations under the GDPR by keeping personal data up to date; by storing it and destroying it securely; by not collecting or retaining unnecessary data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate measures are in place to protect personal data.

Tayside Opera only collects personal information about you when you specifically provide us with the information on a voluntary basis. The information that we collect includes;

- Name
- Address
- Email
- Contact Number
- IP address (if visiting our website)
- Cookies – cookies are used to track visitors through the site

We use your personal data for the following purposes:

- To keep a record of members of the company
- To keep a record of patrons of the company who pay an annual fee
- To send you communications (via your preferred contact method) regarding the company, upcoming events, or fundraising events

Sharing Your Personal Data

Tayside Opera do not sell information regarding personal details to third parties.

When booking tickets for Tayside Opera events we may use an external ticketing website (Ticket Source) where you may choose to share your personal data. Ticket source is responsible for their own compliance with GDPR and you agree that Tayside Opera is not responsible for the actions of Ticket Source with regard to your Personal Data.

How long do we keep your Personal Data?

Tayside Opera will keep your Personal Data for no longer than reasonably necessary and will delete information after one (1) year if annual membership is not renewed. Personal data is retained by Tayside Opera for this period to assist us to respond to any information requests.

Your Rights and your Personal Data

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your Personal Data held by Tayside Opera using the contact details below.

Under GDPR you have the following rights;

- Right to be informed of why your data is being processed (included within this Data Privacy Policy)
- Right of access to the Personal Data held
- Right of rectification if incorrect data is held
- Right of erasure (may be subject to retention periods)
- Right to object to processing

Further Processing

Tayside Opera will not undertake any further processing of your Personal Data beyond this booking and the activities outlined about under “How do we process your Personal Data”.

Other Websites

Our website may contain links to other websites (e.g. Ticket Source or social media pages). This Data Privacy Policy only applies to Tayside Opera and its website so when you link to other websites you should read their own privacy policies.

Contact Details

To exercise any relevant rights, queries or complaints regarding Tayside Opera and the handling of your Personal Data, please contact:

Email: taysideopera@hotmail.com

Telephone: 07505837313

How to make a further complaint

If after contacting Tayside Opera regarding how your personal data has been handled, then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted by phone on 0303 123 1113 or via their online notification system at www.ico.org.uk/concerns