

## Data Protection and Privacy Policy

Philharmonia Britannica (“PB”) holds personal data on players and the friends and supporters who join our mailing lists.

For **players**, as well as full name and instrument(s) played, we hold contact details which may include: email address, home address and telephone number.

We use this information to:

- communicate about our events,
- keep records of membership,
- claim Gift Aid from HMRC where players have given us permission to do that,
- communicate about events promoted by other organisations where players have given us permission to do that.

For **friends and supporters**, as well as full name we hold contact details which may include: email address, home address and telephone number.

We use this information to:

- communicate about our events,
- keep records of donations paid,
- claim Gift Aid from HMRC where donors have given us permission to do that.

### Sensitive data

PB does not hold sensitive data such as date of birth, bank details or debit/credit card details.

### Security

PB stores personal data securely and in such a way that it can be accessed only by the Committee and others authorised by the Committee to carry out mailings. PB does not share personal data with third parties.

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Marketing other products or services

PB does not use your personal data to communicate with you on behalf of other organisations without your explicit consent.

Accessing and amending your personal data

You may, at any time, ask us to send you a copy of your personal data that we hold. You may also ask us to amend or delete your personal data. Instructions should be sent by email to [info@ph-br.co.uk](mailto:info@ph-br.co.uk) or by post to Philharmonia Britannica, c/o 24 Francemary Road, London SE4 1JS. Please note that we may retain personal data if there is a legal requirement to do so.

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