

## 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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