



Philharmonia Britannica Data Protection and Privacy Policy

Philharmonia Britannica(PB) holds personal data for members, other players who join us from time to time, people who purchase tickets online and people who have requested to join our mailing list to:

- ! communicate with members and other players
- ! manage attendance at rehearsals
- ! collect subscriptions from members
- ! communicate with and promote our concerts to members and those on our mailing list

- ! process online ticket sales

We collect the minimum amount of data required for our purposes and we do not hold sensitive personal information, such as date of birth, bank details or credit card details. PB will not use data collected for one purpose (such as an email address, required to buy a ticket) for another purpose (such as a newsletter) without your explicit consent. PB stores personal data securely, does not share it with third parties and will not do so in the future without your explicit consent.

On 25th May 2018 data protection regulations are changing to give people more rights concerning their personal data held or used by organisations. (You may have heard the new regulations referred to as GDPR – General Data Protection Regulation.) In accordance with GDPR, PB will not hold any person's data unless they have specifically agreed that we may do so. If you wish your details to be amended or removed from our systems, you may ask us to do so at any time by email info@ph-br.co.uk or in writing to Philharmonia Britannica, c/o 24 Francemary Road, London SE4 1JS and we will take the necessary action promptly. If you would like to know what personal data we hold about you, please email or write to us and we will return a copy of the data to you.

People on our mailing list

We only hold the email addresses of people who have requested to be kept informed about PB's activities. This information is retained until we receive a request for its deletion.

Members and Guest Players

We hold the following information about our members and people who play with us from time to time, if they have given us permission to do so. This data will be deleted on request or if there is no contact for more than a year.

- ! Email address
- ! Phone number
- ! Instrument
- ! Information about rehearsal attendance
- ! Information about subscriptions paid
- ! The personal information we require to claim Gift Aid, if it has been provided to us.

Ticket Sales

When you purchase tickets using our website, your card number, sort code and security code are transmitted securely directly to our payment processor, *WeGotTickets*, (<http://www.wegottickets.com>); they are never seen by our server and are not stored.

The email address and name used to reserve your tickets are not sent to *WeGotTickets* but are stored on our server to track your reservation.