

Calne Music and Arts Society (CMAF)

Be in control of your data - CMAF

We want to make sure that you know what data we collect from you as a Artist of the CMAF, why we need it, and what we do (and don't do!) with it.

Please have a quick read of the information overleaf, and then **write your name below** so we can be sure everybody has had an opportunity to see this and ask any questions they may have.

Full Name	Date	I'd like to receive CMAF's marketing emails (e.g. about events) so I can pass the info on to friends and family

At the same time, please can you put a **tick or a cross** in the boxes by your name to let us know if you'd like us to include you in our mailing list (you can change your mind at any time – just let us know).

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Privacy Statement for Art Exhibition

Why do we need your data?

We need to collect and store some of your details, for example your name and email address, so that we can let you know about things like rehearsal and event dates, subscription payments, and social events.

What data do we collect from members?

We collect some of the following types of data from members (we don't collect *all* of this data on *all* members – we only collect it if it's needed):

<ul style="list-style-type: none">• Name• Email address• Postal address• Phone number• Photos/video footage	<ul style="list-style-type: none">• Gift Aid declarations• Bank details• Medical information• Age /DOB• Gender
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We check what data we have on members every two years and remove it if we no longer need it. If you leave the Festival, we'll make sure we stop using and/or delete any data we don't need to keep (e.g. for financial reporting).

What do we use it for?

Any of the information listed above might needed to manage your membership with CMAF and to organise and run our activities. We won't ever use this data for anything else unless you give us your active consent for that additional use.

If you give us your consent, CMAF will add your email to our mailing list for the Festival's marketing/promotional communications. We will always include opt-out options on all such communications. You can withdraw your consent at any point by contacting the Data Protection Officer.

Do we share your data with anyone else?

- We will never give your data to third parties for that third party to use.
- We will sometime use third party services (e.g. Google Drive) to store or process your data. We will always make that they are reputable and secure, and that your data is kept safe.
- If another member of CMAF asks for your contact details we will only ever share them if you consent.

What can you ask us to do?

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the Data Protection Officer who will respond within one month.

I've got a question– who should I speak to?

The best person to speak to is the Data Protection Officer – GDPR@cmaf.org.uk