

## **OCMS Privacy Policy**

This privacy policy sets out how Oxshott and Cobham Music Society (the Society) uses and protects any information that you give via the website, on the telephone, verbally or in hard copy.

The Society is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy policy.

The Society may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25<sup>th</sup> May 2018.

### ***What we collect***

We may collect the following information:

- name
- contact information including email address and telephone number
- address and postcode

### ***What we do with the information we gather when you contact us***

We require this information for the following reasons:

- Internal record keeping.
- To periodically send information about the Society, concerts etc which we think you may find interesting, using the contact information you have provided.
- To contact you regarding the operation of the Society in order to provide the best possible experience for our members.

We may contact you by email, telephone, or mail.

### ***Security***

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable procedures to safeguard and secure the information we collect. The information will be retained by the Membership Secretary, Mrs Cherry Eddy, 46 Grove Way, Esher, SURREY, KT10 8HL, [oxshottandcobhammusicsociety@gmail.com](mailto:oxshottandcobhammusicsociety@gmail.com), 020 8398 4377, and may be used (solely for Society purposes) by other Committee Members of the Society on application to the Membership Secretary. You may unsubscribe from the arrangement by which we gather and retain your information at any time by requesting our Membership Secretary to delete your information from our database. We shall delete all your contact information from our database should we not hear from you for a period of 2 years.

### ***How we use cookies***

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

### ***Links to other websites***

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### ***Controlling your personal information***

We will not sell, distribute or lease your personal information to third parties.

You may request our Membership Secretary (details under "Security" above) to provide details of personal information which we hold about you under the Data Protection Act 2018. We shall respond within 30 days of receipt of your communication.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible to our Membership Secretary (details under "security" above).

We will promptly correct any information found to be incorrect.

CHM April 2018