

European Recorder Teachers' Association UK

PRIVACY NOTICE

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your relationship with us. This notice applies to current and former members and those who are signed up to receive updates about our activities. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information

References to **we**, **our** or **us** in this privacy notice are to ERTA UK.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Chair has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting Us" section at the end of this privacy notice.

1. PERSONAL INFORMATION

When you become a member and/or sign up to attend an ERTA event, you may be asked to provide us with **personal information** about you:

- personal contact details such as name, address, telephone numbers, personal email address
- any special needs that we should take into account

We may also keep:

- records of your interactions with us such as emails and other correspondence
- records of your attendance on ERTA events
- images and videos in photographic form and digital form

We will never name members on publicly available photographs without consent and will not use photographs of any member who has withdrawn permission.

When you ask to become a member, we will keep either or both of the following:

- your name and postal address
- your email address

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following "**special categories**" of more sensitive personal information regarding you:

- information about your health, including any medical condition and health professional information

In relation to the special category personal data that we do process we do so on the basis that:

- the processing is necessary in case of a medical emergency

In the table below, we refer to these as the "special category reasons for processing of your personal data".

We may also collect criminal records information from you. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

3. WHERE WE COLLECT YOUR INFORMATION

We only collect personal information through the application process, directly from you.

4. USES MADE OF YOUR PERSONAL INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

<i>Purpose</i>	<i>Personal information used</i>	<i>Lawful basis</i>
Non- 'special categories' of Personal Information		

Registering you on ERTA events or for ERTA membership	Name, address, email address	We need this information to contact you with information about the course
To publicise our events and to keep photographic records of ERTA activities	Images in photographic form or digital form	We will only use such images where you have given us your consent to do so.
To send you information we think you might find useful or which you have requested from us, including newsletters, information about training opportunities and other ways of supporting our organisation, provided you have indicated that you are happy to be contacted for these purposes	Personal contact details such as name, title, email addresses and telephone numbers	We only do this where you have given us your consent to do so by completing a form.
To register attendance at events and keep financial records for the organisation	We do not hold any of your financial data – we only record attendances and payments.	This is necessary to enable us to keep accurate registers of attendance and to keep accurate records of payments for preparation of our annual accounts.
‘Special categories’ of Personal Information		
To use information about your health to provide appropriate adjustments to our coaching and staffing and in the case of a medical emergency	Information about your health, including any medical condition and health professional information.	We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "**Contacting Us**" section below.

Please note, however, that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent.

5. **DIRECT MARKETING**

From time to time, we may contact you by email, post or SMS with information about events and aspects of the organisation that we believe you may be interested in.

You can let us know at any time that you do not wish to receive communications from us by emailing the Chair at the address shown on our emails.

6. **DISCLOSURE OF YOUR PERSONAL INFORMATION**

We share only your personal information with the following parties:

- **Recorder Music Mail**, who are responsible for the distribution of your free copies of the The Recorder Magazine
- **Other members**, for the purposes of lift sharing and social interaction before or after events

We do not disclose personal information to anyone else except as set out above and in those circumstances only with your express permission

7. **HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

We keep your data for as long as you are actively participating in or interested in ERTA. Electronic data is held in order to provide historical information about ERTA, but you will no longer be contacted by us if you tell us you do not wish us to do so.

8. **YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION**

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

9. **CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

10. **CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email chris.orton@erta.org.uk or write to us c/o 2 Regent Close, Edgbaston, Birmingham, B5 7PL.

Version dated 3 Jan 2021