



Devon Youth Orchestras (DYO)

Privacy Notice

Introduction

UK General Data Protection Regulations (UK GDPR) came into effect on January 1st 2021 and replace the EU GDPR of 25th May 2018. DYO has prepared this notice to explain how we handle personal data, where it comes from, who it is shared with, and what we do with it.

What is personal data?

Personal data relates to a living individual who can be identified from that data. Paul & Louise Painter are the **Controllers** of personal data provided to DYO and are responsible for how your data is processed and stored, and for what purposes.

What information do we collect and why?

1. We collect Membership Forms via Google Forms which parents/carers fill in when their child becomes a member of DYO. These include a Medical Emergency Form and Video/Photograph Consent Form which are updated at the start of each new season.

We only collect the players' email addresses given to us by their parents/carers.

We need to know this information for the following reasons:

- a. In order to provide you with services relating to your child's membership of DYO and for purposes of safeguarding.
- b. To contact players in order to signpost appropriate musical development opportunities.
- c. Dietary Information is requested so we can accommodate any particular requirements.

2. We collect email addresses of prospective new members from parents/carers who email us or contact us through our website, and the information in those emails.

Who do we share this information with?

Medical & physical conditions, and dietary information are shared with pastoral carers, and also coaching staff where necessary. In case of an emergency we will share information with relevant professionals.

The following information is shared with the DYO Treasurer for collecting and processing fees: Name of player, name and email address of parent/carer.

We share names of players and their postcodes for Child Licensing purposes where necessary.

Registers containing names of players and their instrument are given to the Conductor, coaching staff and Front Desk helpers for Rehearsals.

Cookies

We use cookies on our website to provide the services and features offered on the site, and to improve our user experience.

Where is the information stored?

We keep online copies of Membership Forms, Medical Emergency Forms and Video/Photograph Consent Forms via Google Forms which are only accessed by the Controllers.

Paper copies of Medical Emergency Information are given to pastoral carers at Residentials, after which they are destroyed.

Information from Membership Forms and Medical Emergency Forms is stored on a Spreadsheet accessed only by the Controllers on their home laptops.

Spreadsheets and Registers are stored in [iCloud.com](https://www.icloud.com)

Email addresses and emails are stored in [Gmail.com](https://www.gmail.com)

How long do we keep personal data?

All personal data is deleted once we have new Membership Information or when we are sure players have left DYO, with the exception of Video/Photograph Consent Forms. We need to keep these for players who have left DYO while there may be photographs or videos of them on the Internet.

Spreadsheets containing personal data are permanently deleted.

We would like to keep player/parent names, email addresses, and instrument once players leave DYO in case we wish to invite them to an event. We will seek consent to do this.

Getting in touch

You can inform us at any time if you no longer wish to receive email communication by contacting us at dysco2015@gmail.com

If at any point you believe the information we hold is incorrect you can request to see this information and have it corrected. You also have the right to have your personal data erased at any time.

Paul & Louise Painter

15th August 2022