



Clarinet and Saxophone Society of Great Britain Privacy Notice

Effective from 25 May 2018

This Privacy Notice explains how the Clarinet and Saxophone Society of Great Britain (CASSGB) collects, uses and discloses your personal data, and your rights in relation to the personal data we hold.

In this Privacy Notice, "us", "we" and "our" is the data controller of your personal data and is subject to the EU General Data Protection Regulation 2016/679 (the "GDPR") and any locally applicable data protection laws.

Our Privacy and Data Compliance Officer's details are: membership@cassgb.org

This Privacy Notice supersedes any previous Privacy Notice or equivalent which you may have been provided with or seen prior to the "effective from" date stated above.

Your rights

Under the GDPR you have the following rights:

- To obtain access to, and copies of, the personal data that we hold about you;
- To require that we cease processing your personal data;
- To require us not to send you marketing communications;
- To require us to erase your personal data;
- To require us to restrict our data processing activities;
- To receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- To require us to correct the personal data we hold about you if it is incorrect. Please note that the above rights are not absolute, and we may be entitled to refuse requests where

exceptions apply. You can find out more about your rights at www.ico.org.uk. If you have any questions about how we use your personal data, or you wish to exercise any of the rights set out above, please contact us using the following email: membership@cassgb.org.

- If you are not satisfied with how we are processing your personal data, you can make a complaint to www.ico.org.uk.

How we collect your data

We collect your personal data in a number of ways, for example:

- From the information you provide to us when you become of member of CASSGB;
- When you communicate with us in writing, by telephone, email or other forms of electronic communication.

We collect the following categories of personal data about you:

- Your name and contact information such as your home address, email address and telephone number;
- Information in relation to payments, depending on which payment method you use.

The basis for processing your personal data, how we use that personal data and whom we share it with

(i) Performance of a contract with you

We process your personal data because it is necessary for the provision of membership services to you. In this respect, we use your personal data for the following:

- To manage your membership of CASSGB;
- To provide you with *Clarinet & Saxophone* magazine;
- To send you information about other membership entitlements, benefits and offers;
- To deal with any complaints or feedback you may have;
- For any other purpose for which you provide us with your personal data. In this respect, we may share your personal data with or transfer it to the following:
 - Our professional advisers where it is necessary for us to obtain their advice or assistance, including lawyers, accountants or IT service providers;
 - Our data storage providers.

(ii) Legal obligations

We also process your personal data for compliance with legal obligations. In this respect, we use your personal data for the following:

- To meet any compliance and regulatory obligations;

- As required by any competent court or legal authority. In this respect, we will share your personal data with the following:
 - Third-party advisers where it is necessary for us to obtain their advice or assistance;
 - Our auditors where it is necessary as part of their auditing functions;
 - Relevant regulators or law enforcement agencies where we are required to do so.

Marketing

We also process your data for marketing, which includes the following:

- Drawing your attention to membership entitlements, benefits and offers.

CASSGB members and others who have chosen to receive communications from CASSGB can opt out of some or all communications by contacting us using the following email: membership@cassgb.org. CASSGB will not share your data with third parties for marketing purposes.

Transfer and processing of your personal data outside the EEA

When sharing your personal data with third parties as set out in this Privacy Notice, it may be transferred outside the European Economic Area (EEA). In these circumstances, your personal data will only be transferred on one of the following bases:

- The country that we send the personal data to is approved by the European Commission as providing an adequate level of protection for personal data;
- The transfer is to a recipient in the United States of America who has registered under the EU/US Privacy Shield;
- The recipient has complied with the requirements of the GDPR; or
- You have explicitly consented to the same.

To find out more about transfers by us of your personal data outside the EEA and the countries concerned please contact us using the following email: membership@cassgb.org.

Retention of your data

We will only retain your personal data for as long as we have a lawful reason to do so. In particular:

- We will in most cases retain your personal data for the period of time you remain a member of CASSGB (or remain on a list of individuals who have chosen to receive communications from CASSGB) and beyond that as appropriate in law.