

Lincoln Concert Orchestra Privacy Policy

1. Members' Data is held electronically and on paper by the Chairman, Treasurer, Secretary, Membership Secretary, Web Manager and Conductor, and is restricted to names, addresses, email addresses and phone numbers.
Members may request to see the information held at any time.
2. Data is used by the above to provide members with information relating to the running and organisation of Lincoln Concert Orchestra.
3. Data is not shared with any other organisation or third parties.
4. Subject to consent, current members may be given information from the database in order to contact other current members on orchestral matters.
5. Subject to consent, current members may have photographs and names published on our website, Facebook page and in printed literature such as concert programmes.
6. Information from third parties which has been sent to the orchestra via the website, Facebook page or directly to an individual member, may be forwarded to other members at the discretion of the Chairman.
7. Members must not share any information about any other member with a third party without that member's prior consent.
8. On leaving the orchestra a Member may request to be kept informed of future orchestral events otherwise contact details will be removed from the database.
9. A member may withdraw their consent at any time in relation to any of the above.

September 2018

Lincoln Concert Orchestra
Contact Details and Consent Form

Name: _____

Address (optional): _____

e-mail: _____

Mobile telephone: _____

Landline telephone (optional if mobile number provided): _____

I agree to have my photograph and/or*name published on the website, Facebook page and in concert programmes etc. Y/N*

I agree to my contact information being shared with other current members for orchestral purposes. Y/N*

*please delete as appropriate

I have read the orchestra privacy policy and agree not to share members' information without prior consent.

Signed: _____

Date: _____