

Cobweb Orchestra



Privacy Policy

The Cobweb Orchestra is committed to protecting your personal information. This Privacy Policy relates to our use of any personal information we collect from you via any of the following channels:

- The Cobweb Orchestra website (www.cobweborchestra.org.uk)
- Social media (Facebook and Twitter)
- YouTube
- Email (either person to person or via a mass-mailing tool, Mail Chimp, for Cobweb News)
- By telephone
- By post

We are committed to safeguarding your personal information and are legally obliged to only use your information in line with all laws concerning the protection of personal information, including The General Data Protection Regulation (GDPR) 2016 that replaces the Data Protection Acts of 1998 and 2003.

Personal information

Routine contact

The Cobweb Orchestra routinely only collects the minimum of personal information in order to administer Weekly Groups and Cobweb Events. We collect your E-mail addresses for routine communications. We request your telephone numbers in case some arrangements need to be changed at short notice and we require your address in case music or other orchestral-related material needs to be posted to you. We collect information about the instruments you play to assist planning of the musical programme and ensuring that we have a suitable orchestra for the proposed repertoire for an event.

Photographs and video

Certain photographs and video clips are regarded as personal data if you can be identified from them. Photographs taken at rehearsals, events and concerts may be published on our website, Facebook, Twitter, and YouTube, to be used solely for publicity purposes. Consent will be requested either when signing up to a group or enrolling for an event.

Third party data sharing

Email Newsletters

We use **MailChimp** to facilitate communication. When you opt-in to receive orchestra mailings, your name and email address will be held securely by Mail Chimp. You can update your details or opt-out of our emails at any time using the 'Unsubscribe' or 'Email Preferences' links found at the bottom of every email we send via Mail Chimp.

Website Browsing

When you visit our website, your IP address will be stored along with information about your operating system, browser version and the pages/files that you access. This provides usage statistics, enables security features and aids technical troubleshooting. We use **Google Analytics** to help understand how our website is being used and make developments. It presents aggregate information about the geographic location, types of devices and operating systems used by visitors to the website, but not in a way that personally identifies you. Google will record your computer's IP address and set a number of temporary cookies in your browser to help distinguish you as an individual visitor. In the interests of limiting the amount of data Google collects via our site, we only use Google's Standard Analytics without any additional advertising features.

Website Contact Form and Feedback Form Submission

When you submit a comment using one of our online forms, the information given will be used only by our trustees to determine what is going well and to consider how we may be able to make improvements. The information you provide is sent by email, so please try to limit how much personal or sensitive information you share with us. You only need to add your name and email address if you require an individual response.

Contact

If you require further information about how we use your data, please contact the Trustee responsible for data privacy at john.bond@cobweborchestra.org.uk