



# The Society of Recorder Players

Registered Charity No. 282751, SC038422

President: Philip Thorby

## DATA PROTECTION GUIDANCE FOR BRANCHES

The General Data Protection Regulations (GDPR) strengthen the rules about processing personal data. The Society centrally will ensure that it complies with the GDPR as far as its processing of membership data and communications through the website, newsletters and so on are concerned. We will ensure that the membership forms published on our website comply with the GDPR so please use these rather than creating your own.

This note is addressed to individual branches that organise events or maintain their own information such as mailing lists to communicate with SRP members and other contacts.

### Events

If you have people booking for your events, you must collect the minimum information necessary to run the event – usually just a name and email. Don't for example collect an address unless there is a reason to do so. Do not keep the information once the event is over.

### Mailing Lists

You may communicate freely with SRP members provided the communication falls within the legitimate interests of the Society, such as informing them of branch events or recorder concerts. You may also communicate this kind of information to any relevant person whose contact details are published – for example, the secretary of a local music society or a published contact in a local school. You do **not** have to ask permission, but you **must** offer a way to opt out

For any communications that are **either**:

- outside the interests of the SRP: for example advertising non-recorder concerts,
- to private individuals who are not members, even if they are regular visitors to your meetings,

you **must** have the permission of the recipient. However, you do not need to explicitly ask for permission provided you have an existing recent relevant relationship (for example, with visitors to your meetings).

If you have a mailing list with contacts that you have not heard from for more than three years, then you should either delete the contact or write and explicitly ask whether they wish to continue.

In **all** cases you must give the recipient a way to opt out of receiving communications from you. Every email should contain some wording such as *“If you no longer wish to receive emails about our activities or events please reply to this email asking us to stop contact and we will remove you from our list.”*