



Society of Recorder Players Privacy Policy

Introduction

This privacy policy explains how we process your information in accordance with the General Data Protection Regulations (GDPR).

We are The Society of Recorder Players.

We are a charity registered in England and Wales under registration number 282751 and in Scotland under number SC038422

You can contact our data controller at secretary@srp.org.uk.

What Information We Hold and Why

We hold personal information collected from you:

1. if you are a member, to administer your membership and keep you informed about the society and matters of interest to recorder players;
2. if you register with or post to our website or subscribe to our newsletter, to provide the services you have requested;
3. if you buy goods from us, in order to supply you with the goods;
4. if you apply for a grant from us, in order to evaluate your application.

We hold personal information collected indirectly:

1. If you visit our website, we collect only your IP address and the pages you have visited. This is for
 - a. evaluating the use of the site
 - b. maintaining the security of the site

In all cases our lawful basis for processing your information is the 'legitimate interests' of the society.

Sharing

We only share your information if it is necessary to achieve the purpose for which we collected it.

1. If you are a member we share your name and address with Recorder Music Mail so they can send you The Recorder Magazine.
2. If you use our website to make a purchase, give a donation or pay your subscription we share your name, address, telephone, email and transaction amount with our payment service provider. This may be an international transfer. We will share information with our payment services provider only to the extent necessary for the purposes of processing payments you make via



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our website, refunding such payments and dealing with complaints and queries relating to such payments and refunds.

Our payment services provider is PayPal. All PayPal transactions are subject to the PayPal Privacy Policy, which you can see at <https://www.paypal.com/uk/webapps/mpp/ua/privacy-full> .

Membership List

With your permission, we will include your name and your address and contact details (as specified by you) in a printed membership list. This information is shared with the printers of the membership list and with all members.

The lawful basis we use for producing this membership list is 'consent'.

Retention

We retain your information only as long as necessary.

- Membership records: 6 years after membership lapses
- Records relating to Gift Aided membership subscriptions and donations: 7 years from the end of the membership year
- Event bookings: immediately after event
- Donations: 1 year
- Purchases: 1 year

Your Rights

You have rights over your personal information.

1. This privacy policy provides you with all the necessary information about how we process your information.
2. We will give you all the personal information we hold about you on request.
3. We will correct any inaccuracy or incompleteness in our data on request.
4. We will erase your personal data on request, unless it is necessary under the terms of the GDPR for us to retain it.
5. We will restrict processing of your personal information if you request it and your request falls within the terms of the GDPR right to restrict.
6. You may object to our use of your personal information. We will stop processing it if possible within the terms of the GFPR.

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