

SEMF PRIVACY POLICY

This privacy policy sets out what personal information SEMF collects, stores, and processes, how SEMF uses this information, and the measures we take to protect it.

Personal information from members

We collect the following personal information on members' application forms (or as subsequently amended by members): name, postal address, telephone number(s), email address, and musical interests, including (as appropriate) instruments played and/or vocal range. SEMF needs to collect this information in order to carry out its functions in accordance with the SEMF Constitution.

Members may at any time request a copy of their membership information or ask for it to be amended. Such requests should be sent to the SEMF Membership Secretary.

How we use this information

We use members' contact details to "*disseminate information relating to early music to members of The Society ...*" (Clause 2ii of the SEMF Constitution), and to communicate with them about SEMF business. For example, we send members (by post or email) regular newsletters, information about SEMF events and other Early Music activities within the SEMF region, and requests for help with organising events or suggestions for future SEMF activities.

The Committee also uses aggregated information about instruments played, vocal ranges, and musical interests of members to inform the planning of the SEMF workshop programme.

A list of members, their contact details, and their musical interests, is circulated to members annually, normally with the summer newsletter, to facilitate and encourage informal music-making. Membership application and renewal forms ask applicants if they agree to their details being included in this "published" list. Subject to this agreement, contact information of new members and changes of contact information may be printed in the newsletter.

As the majority of members now renew by standing order, we will send an annual reminder to members that they may change their decision (from consent to non-consent or vice versa) if they wish.

How we look after this information

The Membership Secretary is responsible for collecting and protecting SEMF's membership data. Membership information will be password-protected; it may be shared with other members of the Committee when necessary. Paper records are held and stored safely by the Membership Secretary and the Treasurer. Information on members' bank details (eg on standing order forms) is not retained by SEMF.

Personal information from membership forms will not be shared with any third party without the agreement of the member concerned.

Workshops

SEMF workshops are organised by members. The organiser may or may not be a member of the Committee. Participants in a workshop may include both members and non-members of SEMF.

Workshop application forms collect only the information needed to organise the workshop, including for example names, contact details, the instruments the applicant will bring to the workshop, singers' vocal range, and (where relevant) sight-reading ability or willingness to sing a solo line.

How we use this information

Applicants' contact details are used to send acknowledgements, information about the workshop arrangements, requests for help on the day, copies of music scores or parts etc. Such information may be sent by email or (more rarely) by post. Organisers may also need to telephone applicants to resolve queries or to inform them of late changes or cancellations.

Other information provided on application forms, including the names of participants and relevant musical information, will be recorded in a computer file/database and used to organise the workshop. This information (but not applicants' addresses) may also need to be shared with the workshop director/tutor, for example to enable them to allocate instrumental or voice parts.

Occasional emails about future SEMF events may be sent to non-members who apply for a SEMF workshop. These will always include a clear "unsubscribe" option.

How we look after this information

Workshop organisers (and the event bookings secretary if different) are responsible for collecting and protecting the information provided on application forms. Computer files containing personal information about workshop applicants will be password-protected, and may be shared with (other) members of the Committee. Workshop application forms will be stored safely by the event organiser or event bookings secretary as appropriate and will be securely destroyed after 12 months.

Photographs

We will ask at the beginning of each workshop whether participants are happy to be included in photographs in the SEMF newsletter, website, or Facebook page. Individuals will not be identified by name in any photograph.

Data retention

The SEMF Committee will review holdings of personal data every two years, starting in 2018, to establish if SEMF still has good reason to retain the information held at the time of the review. If there is no reason to hold information, it will be safely destroyed.