

## **Scarborough Jazz Privacy Policy May 2018**

### **Cookies**

This site does not use cookies.

### **What is this guide for?**

Whenever we need to collect any of your data, we will let you know at that point why we need to do so and what it will be used for, but this guide provides a useful overview of all of those situations and provides more detail on how we keep your data secure and up to date, how long we might hold it for, and what your rights are in relation to it.

Scarborough Jazz is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulation (GDPR).

### **Who's responsible for data the group collects?**

Scarborough Jazz is a Data Controller under the GDPR. Scarborough Jazz's Data Protection Officer is Dave Baker who can be contacted at [db@djbuk.com](mailto:db@djbuk.com)

### **What data do we collect and what do we use it for?**

Scarborough Jazz collects email addresses from individuals to help it promote and market its activities (e.g. marketing mailing lists, special offers, promotions, newsletters).

### ***Mailing list subscribers: for marketing and promotion***

We offer everybody the opportunity to sign up (consent) to receive marketing and promotional information on the Scarborough Jazz's activities (e.g. emails about forthcoming tours, gigs, albums, special offers etc.).

When you sign-up to our marketing mailing list we will ask for your name and email address and will use this data to send you information about our events and activities.

We will send you information related to the club and we may include at the end details of events by carefully chosen partner organisations (but we will never share your with any 3rd party).

Anything we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and/or update your preferences and you can also do so at any time by contacting the Data Protection Officer – [db@djbuk.com](mailto:db@djbuk.com)

### **Do we share your data with anyone else?**

We will never pass your details on to third parties for marketing purposes.

We sometimes use third party services to process your data (e.g. Mail Chimp). We will always make sure any third parties we use are reputable, secure, and process your data in accordance with your rights under GDPR.

### **Are there special measures for children's data?**

We do not knowingly collect or store any personal data about children under the age of 13.

### **How can you update your data?**

You can contact us at any time at [db@djbuk.com](mailto:db@djbuk.com) to update or correct the data we hold on you or you can use the links provided at the end of every email we send you.

### **How long we will hold your data?**

The Scarborough Jazz data retention policy is to review all data held on individuals at least every two years and remove data where we no longer have a legitimate reason to keep it.

Where you have withdrawn your consent for us to use your data for a particular purpose (e.g. unsubscribed from a mailing list) we may retain some of your data for up to two years in order to preserve a record of your consent having been withdrawn.

### **What rights do you have?**

Under the GDPR, you have the following rights over your data and its use:

- The right to be informed about what data we are collecting on you and how we will use it
- The right of access - you can ask to see the data we hold on you
- The right to rectification - you can ask that we update or correct your data
- The right to object - you can ask that we stop using your data for a particular purpose
- The right to erasure - you can ask us to delete the data we hold on you
- The right to restrict processing - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated

Though unlikely to apply to the data we hold and process on you, you also have rights related to portability and automated decision making (including profiling).

All requests related to your rights should be made to the Data Protection Officer at [db@djbuk.com](mailto:db@djbuk.com). We will respond within one month.

You can find out more about your rights on the [Information Commission's Office website](#).

### **What will we do if anything changes?**

If we make changes to our privacy statements or processes we will post the changes here. Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, we will ask for your consent to continue processing your data after these changes are made.