

Easter Orchestral Society (EOS)

Privacy Statement for Members (Updated 2026)

Your member data: what we need and why

To manage your membership and organise society activities, EOS collects and uses personal information such as your name, contact details, instrument, and payment records. This notice explains what we collect, how it is used, and the lawful bases on which we process your data under UK GDPR and the Data Protection Act 2018.

What data do we collect from members?

We only collect personal information that is necessary for society purposes. Depending on your involvement, this may include:

- Name, postal address, email address, and telephone numbers
- Instrument played, section details, and course attendance records
- Subscription payments, transaction records, and Gift Aid declarations
- Emergency contact details (next of kin)
- Dietary, medical, or accessibility details (special category data processed with explicit consent for course welfare)
- Photographs or video footage from courses and concerts (used with consent for society promotion)

Why we process your data and lawful bases

We process your personal data under the following legal grounds:

- **Contractual Necessity:** To administer your membership, manage course applications, organise rehearsals, collect subscriptions, and allocate orchestral seating
- **Legal Obligation:** To maintain statutory financial records, report gift aid claims to HMRC, and comply with charity governance
- **Legitimate Interests:** To maintain society archives, communicate general administrative updates, and safeguard members
- **Explicit Consent:** For public marketing communications, inclusion in member contact directories, and managing special category health/dietary records

Data retention and security

We review held records every two years. When you leave EOS, sensitive details are removed promptly once administration is completed, while accounting records are retained in line with statutory requirements. We never sell data. Third-party processors (e.g. Google Drive, Mailchimp) are selected to ensure robust security and UK data protection compliance.

Your individual rights

Under UK data protection law, you have the right to access your data, request rectification of inaccuracies, request erasure, or object to/restrict specific processing. You may also withdraw optional consent at any time. You have the right to lodge a complaint with the Information Commissioner's Office (ICO) at ico.org.uk if you have concerns regarding our data handling.

Questions and contacts

The Data Protection Lead for EOS is the Secretary. To view, update, or request removal of your details, please contact the Secretary via the EOS committee.