

## Cambridgeshire Holiday Orchestra – Data Protection Policy

### Email addresses of families

We have a mailing list of about 600 email addresses of Holiday Orchestra families, to whom we send an announcement when booking opens for each course and often a reminder email a few weeks later. Your email address was added to this list either at your specific request, or because your child attended a course with us.

We use Mailchimp to manage this mailing list. Names and email addresses (but no data about your children or your bookings) are saved to our account on the Mailchimp website, which is accessed with a username and password which is known to two of the committee.

We do not give or sell the mailing list to anyone outside the organisation.

We delete email addresses from this list two years after our last interaction with them but if you wish to be removed from the list before that you can either send an email to [info@holidayorchestra.co.uk](mailto:info@holidayorchestra.co.uk) or click the Unsubscribe link on a recent email.

During a course, we use Mailchimp to send course-specific information (car parking arrangements, ticket allocations for presentations, lost property ...) to a subset of the mailing list, consisting of just the families who have booked for this particular course.

If you volunteer as a parent helper, you will receive emails about this involvement from our parent helper co-ordinator. She uses her personal email address for this rather than a Holiday Orchestra one, but deletes all parent helper email addresses from her Contacts after the course has finished.

### Other email addresses

We ask families for the email address of their child's music teacher. This is initially in case of queries about booking the most appropriate sessions, but we then invite the music teachers to receive email circulars from us announcing when booking is open for each course. We also send booking opening announcement emails to local schools, using the email addresses available from school or LEA websites.

### Information about children and their course bookings

When you submit a course booking (using either the online booking form or the paper one) the information from that booking form is added to an Access database which we use to generate registers, signing-in sheets, programmes for the presentations etc. This database is held on the hard drive of the PC at the Booking Secretary's house, and a recent backup is held on a portable hard drive at the home of another committee member. It is not stored in the Cloud and backups are not sent as email attachments.

We keep booking data from previous courses in that Access database so that we can analyse which sessions have been popular over the years etc. If you do not want your child's historic bookings to be stored in this way, please let us know and we will anonymise their data.

### Financial information

If you choose to make a donation in addition to the course fees, and if you notify us that this donation is eligible for Gift Aid, our treasurer keeps a record of your name and address and the amount of the donation until we have received the tax repayment. The information is then destroyed.

### Information at the course venue

We do not bring the Access database to the course venue. Instead, a copy of your booking submission (the paper form if you used one, or a printout of your online form) is kept at the committee desk at the venue. This is mainly used for parental telephone numbers if we need to contact you during the course. These records are destroyed after the course.

If you gave details of your child's medical condition on the booking form, the registers for their sessions have a tick-box to show this fact. The details of medical conditions are collated into a single document of which we keep a single copy at the committee desk. Tutors may refer to the document at the committee desk but are not allowed to take it away. This document too is destroyed after the course.

### Photographs

The terms and conditions of a course booking include the sentence "I agree to photographs of my children taken during rehearsals or presentations being used by Holiday Orchestra without attribution for publicity purposes". If this will be a problem for you, for example in the case of a looked-after child, please let us know at the time of booking and we will ensure that no photographs are taken of that child's sessions.

Many of the photographs we use in publicity materials are of large groups of children, such as a whole choir or orchestra. When we wish to use a photograph which includes only a few children who will therefore be more easily recognisable, we ask the parents for permission first.

If families choose to take photographs or videos during the presentations, we ask them not to put these in the public domain. If you encounter a recording of a Holiday Orchestra presentation online which is publicly viewable, please let us know and we will contact the poster.