

# **Privacy Notice**

## **Yeovil Amateur Operatic Society**

### **YAOS Productions Ltd**

This Privacy Notice is published with effect from 25<sup>th</sup> May 2018 in accordance with the requirements of the General Data Protection Regulation (GDPR) on behalf of Yeovil Amateur Operatic Society and YAOS Productions Ltd (YAOS).

### **YAOS Supporters: Patrons, Sponsors, Members & Audience**

We may store information including your name, email address, postal address, bank details and whether you are a UK tax payer.

Your information is kept on secure computers that are only accessed by authorised individuals connected with the finance and administration of YAOS.

Your information is used to comply with the financial processes stipulated by the Charity Commission. Your information is also kept and processed so that YAOS can administer its various Patrons and Membership schemes. Your information is not processed in any other way, nor is it passed to any other person or organisation. For example, it will not be used to communicate with you other than for YAOS purposes.

You can request that your data is deleted at any time. You can request to see all of your data held by YAOS at any time.

If you cease supporting YAOS, financially or otherwise, we will delete your data within a reasonable time that meets the requirements of the Charity Commission and the GDPR.

If you believe your information has been used incorrectly, then you can make a complaint to the YAOS Data Protection Officer (DPO) using the Contact Us form on the YAOS website.

#### **What do you need to do now?**

If you are an existing YAOS supporter, you do not need to do anything now. We will continue to retain your information and contact you in connection with your support when required.

### **Users of our Website**

YAOS collects, uses and protects information collected from users ("Users") of our Website *yaos.org* ("Site").

#### **How do we collect information?**

We collect personally identifiable information when Users fill out a form including, but not limited to, name, email and phone. We collect information from Users only if they voluntarily submit this information to us.

### **How do we use collected information?**

Information that Users provide helps us respond to requests and support needs more efficiently. We may use feedback that Users provide to improve our products and services, and we may also use User information to respond to enquiries, questions and other requests.

### **How long do we keep collected information?**

We keep the information we collect about Users for as long as required for the purposes set out above or as required to comply with legal obligations. This will involve us periodically reviewing our files to check that information is accurate, up to date and still required. Where we are permitted to send Users marketing communications we may retain contact information necessary for this purpose, for as long as Users do not unsubscribe. If Users unsubscribe from marketing communications, we will retain information to enable us to respect wishes to not be included in future marketing.

### **How do we protect collected information?**

We use appropriate data collection, storage and processing practices and security measures to protect against unauthorised access, alteration or disclosure of User information and data stored on our Site. We do not sell, trade, or rent User information to others.

### **Access to collected information**

Under certain circumstances, Users have rights under data protection laws in relation to personal data. If you wish to exercise any of these rights, please contact us using the Contact Us form on the YAOS website.

### **Google Analytics**

Our Site may use cookies to collect User behaviour information in an anonymous form. The information generated by cookies (including IP address) is transmitted to Google Analytics and is then used to evaluate use of the Site. To find out more about cookies, including how to control and delete them, visit [allaboutcookies.org](http://allaboutcookies.org), or to opt out of being tracked by Google Analytics across all websites visit [tools.google.com/dlpage/gaoptout](http://tools.google.com/dlpage/gaoptout).

### **Third Party websites**

Users may find links on our Site to other websites. Browsing and interacting on other websites, including websites that have a link to our Site, is subject to those websites' own terms and policies.

### **Changes to this Privacy Notice**

YAOS has the discretion to update this Privacy Notice at any time. We encourage Users to check this page for any changes and you acknowledge and agree that it is your personal responsibility to review this Privacy Notice periodically and become aware of modifications.

### **Your acceptance of these terms**

By using this Site, you signify your acceptance of the terms of this Privacy Notice.