



LHMF PRIVACY NOTICE

Introduction

The Leith Hill Musical Festival (hereafter LHMF) treats your privacy rights seriously. This privacy policy sets out how we will deal with your personal information, that is information which could identify, or is related to the identity of, an individual.

What personal information do we collect?

We collect email addresses of anyone who signs up for the LHMF mailing list on the website.

In addition, we hold names, addresses and telephone numbers for key contacts within choirs, committee members, friends and patrons, independent singers and other people who help to support LHMF activities.

How do we collect this personal information?

If you are on the mailing list you will have provided your email address when you signed up.

Other information is collected from individuals when they take on roles within LHMF or individual choirs, or complete application forms.

No personal data is collected from third parties.

How do we use your personal information?

Your contact details are used to inform you of news and activities associated with LHMF and its member choirs.

Who do we share your personal information with?

We do not share your personal information with any third parties.

How long do we keep your personal information?

Email addresses on the mailing list are kept until you unsubscribe from the mailing list.

If you are a choir representative, committee member or someone who undertakes a supporting role within the Festival, your personal information is held while you hold the role.

If you are a friend or patron your contact details are held for the period, that you continue to subscribe.

If you are an independent singer your contact details are held while you express an interest in singing in LHMF concerts.

If you are an audience member and you have completed an application form for tickets, these forms are held until the AGM in the following October, and then destroyed at the earliest opportunity.

How your information can be updated or corrected.

Your information can be updated or corrected by contacting the Honorary Secretary. Contact details are at the end of this Privacy Notice.

How do we store your personal information?

If you have signed up to the mailing list your email address is stored by the MailChimp application which is used to manage the mailing list.

Information for choir contacts and committee members is held by the Honorary Secretary.

If you are a friends or patrons your contact information is held by the Friends and Patrons Secretary and Assistant Treasurer.

If you are a Gift Aid subscriber your contact information is held by the Assistant Treasurer.

Queries or Complaints

If you have a query or complaint about how your personal information is processed, please contact the Honorary Secretary.

Contact

The Honorary Secretary is the data controller for LHMF.

The Honorary Secretary's contact details are:

Mandy Begg

2 Old Wintersell Farm Cottages

Dwelly Lane

Edenbridge

Kent TN8 6QD

Tel: 07775 745689

Email: secretary@lhmf.org.uk

Key contact information is on our website at www.lhmf.org.uk/index.php/about/contacts/.