

# NORVIS XLIX

## *Early music in Durham*

NORVIS is a registered charity no. 1014801

# Privacy Statement

NORVIS – founded in 1971 as the Northumbrian Recorder and Viol School – an Early Music Summer School held annually in Durham. Registered charity no. 1014801.

## Why do we need your data?

We need to collect and store some of your details, for example your name and email address, so that we can register your application, and to keep you informed about administrative and musical matters and also about future NORVIS summer schools.

### What data do we collect from NORVIS members?

We collect the following types of data from members:

<ul style="list-style-type: none"><li>• Name</li><li>• Email address</li><li>• Postal address</li><li>• Phone number</li><li>• Emergency contact details</li></ul>	<ul style="list-style-type: none"><li>• Photos (with your permission)</li><li>• Fee payments</li><li>• Age (only for minors)</li><li>• Instruments played</li><li>• Musical preferences</li></ul>
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We check what data we have on members at regular intervals and remove it if we no longer need it.

### What do we use it for?

Any of the information listed above will be needed to manage your application and membership of NORVIS, and to organise and run our activities. We won't ever use this data for anything else unless you give us your active consent for that additional use.

*If* you give us your consent, NORVIS will add your email to our mailing list for NORVIS's administration/marketing/promotional communications. We will always include opt-out options on such communications. You can withdraw your consent at any point by contacting the administrator.

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

- We will never give your data to third parties for that third party to use.
- If another member of NORVIS asks for your contact details we will only ever share them if you consent.

### What can you ask us to do?

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the administrator who will respond within one month.

**I've got a question – who should I speak to?**

The administrator or any trustee.

**Date of this policy:** Approved by the Trustees on 25<sup>th</sup> May 2019

**Next review date:** May 2020