



The Old Southendian Organ Society (OSOS)



PRIVACY POLICY

The Old Southendian Organ Society (“OSOS”) is committed to protecting personal information and being transparent about what information it holds on anyone who has been in contact with OSOS. It recognises that visitors to its website may be concerned about the information they provide to OSOS and how this information is treated. The purpose of having a Privacy Policy is to give a clear explanation about why and how OSOS collects and uses any personal information in accordance with the EU General Data Protection Regulations 2017 and Privacy and Electronic Communications Regulations 2011 in order to meet its defined strategic goals and objectives.

INFORMATION COLLECTION

Information provided directly to OSOS

You may provide personal data to us in making an application for membership, in booking events, concerts, or activities, in making donations to OSOS or otherwise engaging in communication with OSOS, for example by letter, telephone, social media, or email.

In using our website, OSOS may collect information in cookies and other tracking methods as described in the Cookies Notice on the OSOS website.

Information provided indirectly to OSOS

Platforms used by OSOS (such as those used for social media, payment services, and others) may provide information to OSOS on communications and interactions in line with their policies. You should check the privacy policies of any third parties to whom you offer your personal data.

Certain databases, platforms, and archives may be used to obtain information in the public domain through legitimate means, for example information from public social media accounts, and the electoral register.

TYPE OF INFORMATION COLLECTED

We collect, store, and use the following kinds of personal information:

- your name
- your contact details (including your address, email address, telephone number, social media account details, etc.)
- your date of birth
- your gender
- your banking or card details (where relevant to make a payment to OSOS)
- information relating to your application for membership of OSOS
- information relating to the activities, events, communications and communication methods of interest to you
- information relating to past or pledged donations or membership payments to OSOS (including any information relating next of kin for legacy pledges)
- information relating to events booked with OSOS
- information relating to items purchased from OSOS
- information relating to your use of the OSOS website (sometimes including IP address, device used, pages visited, and other similar data)

- records of your communications with OSOS
- any other items of your personal information collected

USE OF INFORMATION COLLECTED

OSOS will use your personal information:

- to provide you with services requested, for example to manage events or concert tickets booked or fulfil goods purchased from OSOS
- to respond to communications made to OSOS and maintain accurate records of the same
- to further our strategic objectives
- to send you correspondence and update you on the works of OSOS (within reason, according to your indicated preferences)
- to ensure your communication preferences are up to date
- to comply with our legal obligations (for example to produce accurate accounts)

The bases for use of your personal information, as defined in EU General Data Protection Regulations 2017, may include “specific consent” (for example when you indicate a preference for updates from OSOS by email), “legal obligation” (as required to comply with legal or regulatory requirements), “performance of a contract” (for example so that OSOS may fulfil an order of goods placed by you), “vital interests” (to enable us to protect life or health, for example in an emergency at an event run by OSOS which requires us to unexpectedly share information with the emergency services), or “legitimate interests” (for example in analysis of OSOS membership and donations in order to meet our strategic objectives, provided our use of this information is fair and does not unduly impact your rights).

OSOS will ensure appropriate controls are put in place (technical, organisational and physical) to keep your data safe.

OSOS will never sell, share, or rent this information to others. Third parties used by OSOS (for example, providers of technical services) are expected to meet OSOS's standards and are required to abide by its policies.

CONTACT/COMPLAINTS

If you wish to change your communication preferences at any time, or to update your contact details and other relevant data held by OSOS, you may contact the Trustees via info@osos.org.uk or in writing to: OSOS Trustees, 6 Bellhouse Road, Eastwood, Leigh-on-Sea, Essex, SS9 5NL.

The same details may be used to contact us to exercise your rights as defined in law, for example those relating to your right access personal information held by OSOS, and your right the object to the use of your personal information.

CHANGES TO THIS POLICY

OSOS may change this policy from time to time. If any significant changes are made, these changes will be made clear on the OSOS website or by contacting you directly.

Last updated 01/02/2019