



Milngavie Music Club

Scottish Charity No. SC010852

PRIVACY STATEMENT

The General Data Protection Regulations (GDPR) require us to give secure protection for the personal data provided by you. The following sets out our commitments to you and your legal rights as a data subject.

The information we obtain from you:

Subscribers (Members)

- Your name and postal address
- E-mail address (if available)
- Membership application for the current year with any donation
- Gift Aid declaration and amount donated for the year.

Mailing List

- Name and e-mail address.

We do **not** collect financial information from you. All other information as listed above will be retained securely and will not be shared with another party unless we are required to by law.

We use your contact details to:

- Keep you informed about forthcoming concerts and other events involving Milngavie Music Club.
- Distribute membership cards.
- Give notice of general meetings and to issue other notices from time to time.
- Be able to contact you personally if circumstances require it.
- Make Gift Aid refund claims to Her Majesty's Revenue and Customs
- Maintain a register of our members because we are required to do so as a charity.

However we do **not** share your personal data with any other organisation.

How we protect your personal information

Your personal data is held securely and is accessed by our Secretary and Treasurer. Data protection is ensured by our designated Data Protection Officer.

How long we keep your personal information

We keep the data for as long as is necessary for appropriate reference and to provide you with a membership service. You remain on our mailing list unless you ask to be removed from it.

Membership application forms will be retained until the Gift Aid claim for the year has been settled by HMRC, and claim details will be destroyed after 7 years. Gift Aid declaration forms will be retained for as long as they remain valid.

You have a right to:

- Access the data we hold about you if you request it.
- Request that we correct your data if you believe it is inaccurate or incomplete.
- Request that we change the way in which we communicate with you.
- Remove your Gift Aid declaration should you wish us no longer to make claims on your donations.
- Request that we delete your personal information.
- Unsubscribe from our mailing list.

You can contact the Milngavie Music Club through enquiries@milngaviemusic.org.