

## **Privacy Policy**

This privacy policy sets out how Oldland Brass Ensemble uses and protects any information that you give Oldland Brass Ensemble when you use this website.

Oldland Brass Ensemble is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement. If you continue to use this website you signify your agreement with this policy.

Oldland Brass Ensemble may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1 May 2018

### **What we collect**

We may collect the following information

- name and title
- contact information including email address
- demographic information such as postcode
- other relevant information to your comment or enquiry

### **What we do with the information we gather**

We require this information to understand your comment or enquiry and reply in the most appropriate manner.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

### **How we use cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. We do not use cookies or put any information on your computer.

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you

provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Your Rights to Control your personal information**

1. **The right of access** - You have the right to know what data we store about you, check that it is accurate, or that it is being used lawfully and we will provide you with any data that we hold about you in the same format in which you made the request. Please note that there may be a small charge for the administration of providing your information to you.
2. **The right to rectification** - Should you believe the information we hold about you to be inaccurate then you may contact us and we will correct the information we store
3. **The right to erasure** - You may request that we erase the information which we hold about you. In order to comply with your wishes, we will have to cease providing you with the services.
4. **The right to restrict processing** - You may ask us to restrict the processing of your personal information if you think it is inaccurate, you object to the processing, or you wish us to retain the information past the point at which we would normally remove it as you wish to establish or defend a legal claim.
5. **The right to data portability** - You may request a copy of the data that we hold about you in a machine-readable format (for example an Excel spreadsheet or text file) for the purposes or re-using that data for any reason.
6. **The right to object** - Should you object to our handling of your data in the areas of direct marketing, processing orders, or for any other reason then you may inform us of your objection. If we agree with your written objection, and whilst we consider it, that we will not use the data in the way to which you are objecting.

We will not sell, distribute or lease your personal information to third parties unless we have your written permission or are required by law to do so.