

HHH CONCERTS PRIVACY POLICY

Who we are

This is the privacy statement of HHH Concerts. Registered Charity No 1039309. This privacy statement explains how we collect and use personal information about you.

What personal information we collect

We will collect and store contact details (names, emails and/or addresses and, where offered, telephone numbers) of supporters of HHH Concerts and contact points from local music organisations. We will also collect and store, in hard copy form, Gift Aid details provided by Sponsors, Patrons and Members of HHH Concerts and contact details of representatives of organisations such as charitable trusts who provide financial support to HHH Concerts.

Where we collect personal information from

- manually from new people attending our concerts who ask to be added to our mailing list. These details are confirmed with the person(s) concerned and stored on our data base.
- manually from new people attending our concerts who ask to become subscription paying Members. Their contact details are stored.
- manually from new people indicating a wish to provide financial support as Patron or Sponsor.
- electronically from new people who apply to join our mailing list from our website.
- from new people telephoning, emailing or meeting a member of the Committee and asking to be added to our mailing list, become a Member or become a Patron or Sponsor. A record of such requests is kept.

How we use your personal information

Our database of contact details will be used to provide information about HHH Concerts, its artistic programmes and its activities including notification of annual subscriptions, and occasionally about other local musical events which we believe may be of interest to you. Such communications will be in the form of e-letters or other communication by email or post and where appropriate by telephone.

How long do we hold your information

We will hold your contact details while you remain interested in the activities of HHH Concerts.

Holding personal information outside the EEA

Your contact details may be held on a cloud storage service as a result of which may be held on non-EU hosted servers. Your contact details will be encrypted when stored.

Your rights

- **Access to your information** – you have the right to request a copy of the personal information that we hold
- **Correcting your information** – we want to make sure that the information we hold about you is accurate, complete and up-to-date and you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of information** – you have the right to ask us to delete any personal information about you as soon as you no longer wish to receive information about HHH Concerts.
- **Control over publication of your name** – Members, Patrons and Sponsors and other donors to HHH Concerts need to give their explicit permission in writing or by email before their status as donors to HHH Concerts is publicised.

Please contact us in any of the ways set out in the **Contact information and further advice** section below if you wish to clarify any of the above or exercise any of these rights.

Changes to our Privacy Statement

We keep this privacy statement under review and will place any updates on our website. This privacy statement was last updated on 1 May 2018.

Contact information and further advice

For all queries or requests relating to this Privacy Policy please contact Pam Hampel at p@hampelpk.co.uk