



General Data Protection Regulation (2018): Register of Systems

Ways in which CEM gathers data from an individual

- Subscription to one of our e-mail mailing lists (run via MailChimp)
- Friends Scheme joining form
- Standing Order form
- Gift Aid declaration form

Online tools which store data gathered from individuals

- MailChimp (for managing our e-mail mailing lists)
- Cameo (dedicated online mailing list software)
- Google Drive (for hosting some company documents)
- Doodle (for scheduling meetings)

Introduction

In accordance with the General Data Protection Regulation which came into force on 25 May 2018, this document sets out the approach of Cambridge Early Music to the collection, use and management of the personal data of its members under the following headings:

- The data we collect and in what way;
- How the data are stored and who has access to them;
- Sharing the data;
- Purpose for which the data are used;
- Data removal and archiving;

The data we collect and in what way

On becoming a member of Cambridge Early Music individuals are asked to complete an application form and to supply name and e-mail address, a residential address and telephone number.

The data is stored electronically on Cameo, then updated either through the annual membership renewal process or as new data are made available throughout the year (e.g. change of e-mail or residential address).

Names and e-mail addresses are also entered by the Administrator on a MailChimp contact database in order to facilitate the dispatch/receipt of an online newsletter.

How the data are stored and who has access to them

Only the Administrator, the Chairman of the Friends of Cambridge Early Music, and the data officer for the Friends of Cambridge Early Music have access to the full set of personal data of members of Cambridge Early Music stored by Cameo.

Only the Administrator has access to the set of names and e-mail addresses stored by MailChimp.

Paper application forms are passed to the Chairman and data officer for the Friends of Cambridge Early Music once data have been entered on to Cameo and MailChimp contact database by the Administrator, and are stored alphabetically in year order.

Online application forms are stored electronically and password protected.

Sharing the data

The complete data set is shared solely between the officers as described above.

The complete data set will not be shared with any third party unless legally obliged to do so.

From time to time it might be necessary to share the personal data of one member of Cambridge Early Music with another in order, for example, to arrange transport to a concert of one member by another. This will not, however, be done, without the agreement of the members concerned.

Purpose for which the data are used

The data are processed on the basis of legitimate interest.

The data are used primarily as a vehicle for disseminating information about Cambridge Early Music and its activities.

The membership application form specifically asks members to opt in to receiving information from Cambridge Early Music.

Each electronic newsletter provides the option to unsubscribe.

Data removal and archiving

A member who fails to renew his/her membership is kept on the membership database for one further year and continues to be sent newsletters during that time.

If a member fails to renew his/her membership after this further year, his/her data are removed from the membership database to an archive list for a further two years and no further newsletters are sent. The archive list is used solely for the purpose of informing former members from time to time of Cambridge Early Music activities in which they might be interested.

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