

Privacy statement

Protecting your personal information

Our privacy principles

We take our responsibilities around data protection seriously and any information we collect about you will be used in accordance with the new General Data Protection Regulation and the Personal Electronic Communications Regulation. We will only record data that is relevant to our communications with you and will only use personal data to provide the services or information that you have requested from us. Any data that we do hold will be kept securely by us or, on our behalf, by our business partners.

How do we use your data?

[If you are an audience member or potential audience member](#)

We will process your data for our legitimate business interests (see below) which may include mailing or emailing you information relating to our performances and events. Our aim is always to make sure that the information we send to you is what you may reasonably expect to receive from us. We don't sell our lists and we don't try to market products to you that have no relation to Sinfonia Cymru's work. If you've been to see our performances before, or have asked to receive information from us, we are likely to send you information about future performances, ticket offers and special events. We may also mail you information about how you can support Sinfonia Cymru, for example through one of fundraising or membership schemes – however, we won't send you this type of information by email unless we have asked for your specific consent to do so.

Sometimes we will use audience data for analytical purposes but this will be anonymised and the analysis won't reveal any personal information. An example of this would be if we did a postcode sector analysis for a performance or range of performances.

You have the right to opt out of this processing at any time and we will aim to make clear how to opt out in each communication.

[If you are a musician](#)

If you are a current, previous or potential Sinfonia Cymru musician, we use your information to create, maintain and honour the contractual relationship between us. This could include: contacting you to offer you work, entering into a formal contract with you for work and making the necessary arrangements for that work. This may require us to share your data with one or more of our partners – for example, in order for you to be paid and to record that payment. Our partners will treat your information with the same integrity that we do.

On occasions, we may share your business contact information with another similar organisation to Sinfonia Cymru. We will only do this with people who are respected and trusted colleagues in the industry and only where we believe an offer of work to you to be contingent on us sharing that information. If you do not wish us to share your information for these purposes, please let us know by emailing tom@sinfoniacymrucy.org

Legitimate interests

In order for us to use 'Legitimate interests' as the basis on which we use your data, we must make an assessment as to whether our use of data in this way – to inform interested people

about our performances and events - is outweighed by any negative impact this may have on you and others with whom we make contact.

It is our view that telling you about our activities will not cause any significant negative impact given that there is a reasonable expectation on your part that you are interested in our work.

Your 8 rights

The regulation sets out eight rights which individuals have:

1. The right to be informed

We are obliged to provide clear information about data processing, which we are doing through this privacy statement.

2. The right of access

You may have access to the personal data that we hold about you and we must comply with such a request within 30 days.

3. The right to rectification

If the data we hold about you is inaccurate and you let us know, we would gladly rectify any errors.

4. The right to 'be forgotten'

If you believe there is no compelling reason for us to continue to hold your data, you may request that it is deleted or removed. As long as there is no legal, contractual, or regulatory requirement for us to keep the data, we will honour your request.

5. The right to restrict processing

This is similar 'be forgotten' above, except that the data is suppressed rather than deleted.

6. The right to data portability

This allows you obtain and reuse your data for your own purposes across different circumstances. It is unlikely that this will apply to the type of data that we hold.

7. The right to object

You may object to any data processing for which your data is used. You may exercise this right as shown below.

8. Rights relating to automated decision making and profiling

This provides safeguards for individuals against the risk of a potentially damaging decision is made without human intervention. This is very unlikely to apply in our case.

How to contact us

If you wish to exercise any of your rights, above, or have a query about your data, please contact us in the following ways:

By post

The Data Manager
Sinfonia Cymru
Media Centre, S4C

Parc Ty Glas
Llanishen
Cardiff
CF14 5DU

By email

contact@sinfoniacymru.co.uk

By telephone

029 2075 4556