

## **BRITISH FLUTE SOCIETY**

### **Data Protection Policy (2018)**

1. The British Flute Society (BFS) maintains a database of members that is processed in accordance with the Data Protection Act 1988 and the General Data Protection Regulations (GDPR) 2018.
2. The database comprises personal details and information provided by members of the BFS, including any such information provided by electronic means. This includes names, addresses (postal and email) and phone numbers.
3. The BFS holds and maintains the information contained within the database purely for the administration of the Society. The BFS has a legitimate interest in holding your data in his way.
4. No credit or debit card details will be retained by the BFS once the corresponding membership renewal or other payment has been processed successfully.
5. No personal information will be released to a third party without the prior written consent of the member or members concerned.
6. Personal data of members whose membership has lapsed will be deleted after 12 months. If you wish your information to be removed as soon as you have left, please contact the Membership Secretary.
7. You can view or change your contact details at any time by logging into the website.
8. In the event that images are taken (still or video) during a BFS event, prior permission will be sought from performers and (if applicable) audience members. Images will only be used by the BFS on our website, social media feeds, and in print in "Pan" magazine. For those under 18 years of age, prior permission will be sought from their parents/guardians. No images will be used by the BFS without such consent.

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[www.bfs.org.uk](http://www.bfs.org.uk)

Membership Secretary: [membership@bfs.org.uk](mailto:membership@bfs.org.uk)

Secretary: [secretary@bfs.org.uk](mailto:secretary@bfs.org.uk)

Registered charity number: 326473