

## **Friends of Southampton Youth Orchestra's Statement on GDPR**

Information held by FSYO is as follows:

- Membership Form (name, address & e-mail)
- Gift Aid Form (name, address & e-mail)
- Photographs

### **Membership & Gift Aid forms**

Documentation will be held by FSYO for 5 years after which it will be destroyed.

Documentation will be held on hard copy and digital copy.

Hard copy will be stored as safely as is reasonable in the respective committee members house.

Digital copy will be stored on a computer and a usb drive in the respective member's house. It will not be transferred via e-mail.

Computers must be password protected.

It is the responsibility of members to remove any old data after 5 years. Information will not be shared with third parties or used for marketing purposes without written consent.

Permission to store information will be gained from individuals via the forms used.

Committee members holding personal information are:

- Treasurer
- Membership secretary

## Photographs

Photographs are held in the following areas:

- External server
- Website
- Facebook Page
- Twitter account
- Instagram
- Publicity material (TV screens)

Permission to display photographs will be obtained from parents of students annually.

Photographs will also be displayed at concerts via a TV.

Names will not be added to any digital formats.

It is the responsibility of directors to ensure photographs used in programmes printed by FSYO have permission to do so.

Should FSYO require any further photographs to be used in hard copy, permission to do so will be obtained from parents in advance.

Photographs will be stored on FSYO website in perpetuity.