



## YOUNG GENERATION PRIVACY POLICY

We collect the following data about our individual members:

- Name
- Date of Birth
- Address
- Email Address
- Telephone Number(s)
- Emergency Contact Details

We use this information to contact our members to provide them with news about Young Generation and its activities and to manage their membership and renewal. The information will not be used for marketing purposes other than making members aware of Young Generation activities and inviting their participation.

If a membership hasn't been renewed following the audition process then all data relating to that individual is removed and destroyed.

This data can be viewed by the following Young Generation Committee Members:

- The Chairman
- The Vice Chairman
- The Treasurer
- The Secretary
- The Trustees

Any other committee member requiring access must make a request to one of the designated people who will determine whether access to the data is necessary. Access to the data by any other party will not be allowed.

All members are asked, on renewal of their membership, to reconfirm this information. Any part of that information may be withheld but doing so may reduce our ability to communicate with that member.

**Access to Personal Data:**

Anybody can receive a full copy of the information held about them by emailing the Secretary. This information will be provided within 30 days.

Any individual who has their information held by us can ask the Secretary to remove all or parts of that information, although doing so may well limit our ability to keep that person informed of activities directly relating to the Young Generation.

Anybody who suspects that the information we hold about them is incorrect may ask the Secretary to correct it immediately.

**Data Controller:** Young Generation

**Secretary:** Catherine Chevill