



Registered Charity No. 258553 www.bristolopera.co.uk
Trustees: Susan Weaver (Chairman), Steven Harris (Vice-Chairman),
Anna Woods (Treasurer),
Katharine Billington (Membership Secretary),
Charlotte Monk (Friends' Secretary), Clare Daly

Privacy Policy for Friends of Bristol Opera

Bristol Opera is committed to protecting personal information.

This Privacy Policy relates to our use of any personal information we collect from you when you become a Friend of Bristol Opera by making donations. Thank you for your invaluable support that enables us to produce fully-staged operas with a professional orchestra, year after year.

The personal information we collect from you

We collect basic personal details such as your name, address, email address, telephone number, donations and dates paid, standing order details, and the rate of UK Income Tax you pay.

How we use and share your information

We will normally email you or send you letters about shows, social events, General Meetings, day-to-day news about our Bristol Opera family, or similar topics likely to interest you. We may occasionally phone you if we need to communicate quickly, for example when an event is cancelled. Your name may appear in our show programmes and newsletters, or on Bristol Opera's Website, Facebook and Twitter pages. Your information may be shared with our committee, who are Bristol Opera's Trustees. This use is in our 'Legitimate Interest'. Our show programmes, Website, Facebook and Twitter pages are public documents. Our newsletters are shared amongst our members and supporters.

We use your financial information to keep accounting records, to fulfil our 'Legal Obligation' to the Charities Commission, and to claim Gift Aid on eligible donations via HMRC. We will not share your information with other third parties without your consent.

Security

We put in place reasonable security measures to protect your information against any unauthorised access or disclosure, or damage or loss.

Your Rights

Your right to be forgotten. We keep your information indefinitely after you become a Friend, because you may still wish to hear about our activities. However ***at any time***, you can ask us to remove your personal information from our records. We will do so, and stop contacting you. Our contact details are given below.

Your right to accurate and up to date records.

Please let us know any changes in your information, as it is important that we keep the information we hold about you accurate and up to date.

Your right to a copy of your personal

information. You can make a Subject Access Request to receive a copy of all the personal information that we hold about you, by writing to us at the address below. We will take all reasonable steps to confirm your identity before releasing the information we may hold about you.

Changes to this Privacy Policy

We may amend this Privacy Policy from time to time; for example, to keep it up to date or to comply with legal requirements. If we propose to use your personal information in a significantly different way than is stated here, we will seek your permission first.

How to contact us

To request a copy of your personal information, or its removal from our records, or to put any questions or concerns about this Privacy Policy, please contact us by phone, email or post as follows:-

Charlotte Monk, Friends' Secretary
Phone: 0117 3778661
Email: friends@bristolopera.co.uk

By post:
Friends of Bristol Opera
18 Sneyd Park
Bristol
BS9 1QW