

Grassroots Opera – Privacy Policy May 2018

Grassroots Opera founders Chloe Stratta and Anna Marie McLachlan are data controllers for information regarding members of the public who have signed up to receive updates. We can be contacted at grassrootsopera@gmail.com

Information we retain:

- We retain names and email addresses
- If you purchase a ticket online, paypal will retain your name, email address and postal address

How this information is collected:

- This information is obtained at concerts, via a slip to fill in in order to sign up for Grassroots Opera's news and events
- You can also choose to receive news by signing up via our website form
- If you purchase a ticket online, paypal will collect your name, email address and postal address

How this information is used:

- Email addresses will be used to contact those people on our mailing lists with marketing emails to do with upcoming events and performances
- Those who have given explicit consent, will also be contacted with regards to fundraising and any help we need with performances, including becoming 'friends of' Grassroots Opera
- If you purchase a ticket online, paypal will collect your name, email address and postal address, as well as using your bank details to take payment. Of this information, we only use your name to reserve your ticket, and will not send you any publicity materials unless you actively opt in. A record of payments received and payee details will be stored automatically by paypal on our paypal account. It is important that we retain this record for tax purposes.
- **All information held is kept entirely confidential**

Legal Basis for Processing information:

- Our legal basis for Processing contact information is legitimate interest; we believe, on the understanding that you signed up to be 'kept up to date' with 'news' and 'events', that any future performances will be of direct relevance to you, and that it is in your interest to receive this information.
- We will only contact those who have given us explicit consent to do so with fundraising news and requests for help needed.
- For information transmitted via paypal when making payment, the legal basis is contractual- it is essential in order for the transaction to be completed by paypal. A record of payments will be stored automatically by paypal on our paypal account. It is important that we retain this record for tax purposes.

How this information is stored:

- This information is stored on our Grassroots Opera gmail contacts (both accessible via computer and smartphones).

- PLEASE NOTE that by giving us your data, you are agreeing for it to be stored by google, as this is the method we use. By using google cloud services (including gmail and google contacts), information is stored and transferred outside of the EU. Google's full privacy policy and GDPR information can be read here: <https://policies.google.com/privacy?hl=en-GB>
<https://cloud.google.com/security/gdpr/>
- We also keep any original slips which were filled in, which are in a locked filing cabinet.
- For payments made via our website link, a record of payees and amounts will be stored automatically by paypal on our paypal account.
- We also use mailchimp for marketing emails to contact those who have signed up. Mailchimp will store email addresses on a distribution list (they will not contact you).

Disclaimer: We cannot take responsibility for any choices you make to follow us on social media and the sharing of your data by those 3rd parties . Please see below for more details.

Social Media and 3rd Party Policies:

- Wix.com : If you sign up to our mailing list or choose to contact us via our website, www.grassrootsopera.co.uk, your details will be processed by are also subject to the privacy policy of wix.com, which can be found here <https://www.wix.com/about/privacy>
- As a user of Facebook, Instagram or Twitter, you will already have consented to their use of your data. Their policies can be found here:
 - <https://www.facebook.com/about/privacy>
 - https://help.instagram.com/519522125107875?helpref=page_content
 - <https://twitter.com/en/privacy>
- As noted before, we use mailchimp to create and distribute emails. They will store email addresses in a distribution list, only used by us. Their privacy policy can be found here: <https://mailchimp.com/legal/privacy/>
- If you purchased a ticket from paypal, your details will be processed by paypal. Their privacy policy can be found at <https://www.paypal.com/uk/webapps/mpp/ua/privacy-prev#2>

Cookies:

- Wix automatically use cookies on their websites in order to track visitor usage. Information on cookies can be found here <https://www.aboutcookies.org/cookie-faq/>
- We do not use these cookies to store or discover any information about our users

Your Rights

- You have right of access to see and to rectify any information stored about you, and to request that it is deleted and that you be deleted from our mailing list, at any time.
- Opt-out is very easy and only requires responding to an email via the link provided.
- Information will be deleted from the date the request is read and processed.