

Thames Valley Early Music Forum (TVEMF) DATA PROTECTION POLICY

The aim of this policy is to ensure that personal data stored by (TVEMF) is protected and used only with the permission of the member concerned.

We collect only the information you entered on your application form or as amended by you. It is used for TVEMF mailings of newsletters and other relevant information and the published membership list.

This policy is fully supported by the TVEMF management committee, which is responsible for the implementation and review of this policy.

TVEMF will therefore adhere to the following:

1. data is stored on computers which are password-protected.
2. data is never given to other people or organisations without explicit consent from the member concerned
3. members can ask to see what data we hold on them
4. members can ask for data to be amended if it is incorrect or for it to be deleted
5. members will receive a bi-monthly magazine and membership renewal notices but otherwise must explicitly permit TVEMF to communicate with them using email, telephone or mail and to include them in the membership list
6. the club does not hold sensitive information e.g. details of credit card or bank, health or sexual orientation