



**WOKING  
WURLITZER**

The Wurlitzer Heritage Trust  
is Registered with the  
Charity Commission for  
England and Wales,  
Number 1208875

## **General Data Protection Regulations (GDPR) - Policy & Privacy Statement**

### **POLICY**

The Wurlitzer Heritage Trust is a nonprofit organisation, registered charity number 1208875. The objects of the Chapter are set out in detail in the Constitution, but in brief are: a) To advance the education of the public in the art of theatre organ music; b) To acquire and/or restore and preserve for the benefit of the public those theatre organs which are of historical and educational value; c) To further the education of young people in theatre organ music.

The Wurlitzer Heritage Trust (WHT) holds records of members of our former organisation, the London and South of England Chapter of the American Theatre Organ Society (ATOS) and also details of those who have asked to be kept in touch with the activities of the Wurlitzer Heritage Trust. For each ATOS member, it records the name, postal address, date of joining and membership category, and, when disclosed by the member, an email address and telephone number.

### **Reasons for holding data**

The primary reason for The Wurlitzer Heritage Trust to process data is to enable it to maintain contact with its supporters.

Specifically, this will be to inform supporters of forthcoming concerts and other events organised by the WHT and from time to time to circulate e-newsletters or hard copy newsletters notifying members of any appropriate and relevant information.

Normally communication from The Wurlitzer Heritage Trust to its individual supporters, whose details are processed by The WHT, will be by use of e-mail or the postal service, though telephone may be used from time to time where these details have been provided.

### **Legal basis**

As a non-profit organisation with, primarily, recreational activities, we are not required to register with the ICO or to appoint a Data Protection Officer. The Data Controller is the Chairman of The Wurlitzer Heritage Trust. We believe and intend that the legal basis on which we hold data is under legitimate interest. For this reason, we are not intending to request consent to process the data we hold unless the reasons for holding data should change in the future.

### **PRIVACY STATEMENT**

The Wurlitzer Heritage Trust holds and processes only the personal data that it requires to maintain contact with its supporters as provided and updated by them.

### **Data held**

Data is held, primarily in electronic format (Microsoft Office documents) on a personal computer of the appointed committee members with backup on Google Drive cloud, and in a secure MailChimp online account, accessible only by the appointed committee members. Extracts from the data may be provided, from time to time, to other WHT officers, where they require these to carry out legitimate duties in the running of the Trust.

Records of supporters are removed from the main database after contact has ceased for a long period. Only the name, dates and former ATOS membership category history of former ATOS members is maintained in a separate file for historic archive purposes. Any member may request removal of or a change to their data at any time. No data is shared with any other organisation.

### **Further information**

This statement will be reviewed by The Wurlitzer Heritage Trust committee as necessary. Any changes made will be minuted.

Requests for details of any data held by The Wurlitzer Heritage Trust and requests for any changes to be made to data held should be made by email or by post to the Secretary as detailed below. Questions related to the WHT's data policy should also be addressed to the Secretary.

Peter Hicks, Secretary, The Wurlitzer Heritage Trust - peterh@wokingwurlitzer.co.uk

*Policy Last Updated - 23/08/24*