**Ensemble OrQuesta Website Data Protection Policy**

**Our contact details**Registered Office: 85 Speed House, Barbican, Silk St, London EC2Y 8AU
Artistic Director: Ensemble OrQuesta, 133 London Road, St Leonards-on-Sea, East Sussex, TN37 6AU
Tel.: +44 (0)7428297480, Email: ensembleorquesta@outlook.com; [www.ensembleorquesta.com](http://www.ensembleorquesta.com)

**The type of personal information we collect**
We currently collect and process the following information:
\* Name and email addresses

**How we get the personal information and why we have it**Most of the personal information we process is provided to us directly by you for the following reason:
\* As you access our site using a QR code for information regarding performances.

**We use the information that you have given us to:**\* To enable us to send out updates regarding forthcoming performances and concerts.

**Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is:
\* Your consent. You can remove your consent at any time. You can do this by contacting** ensembleorquesta@outlook.com

**How we store your personal information**Your information is securely stored and will be kept for five years.

**Your data protection rights**Under data protection law, you have rights including:
\* Your right of access - You have the right to ask us for copies of your personal information.
\* Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
\* Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
\* Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
\* Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.
\* You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.Please contact us at ensembleorquesta@outlook.com if you wish to make a request.

**How to complain**If you have any concerns about our use of your personal information, you can make a complaint to us at ensembleorquesta@outlook.com

You can also complain to the ICO if you are unhappy with how we have used your data.
The ICO’s address:
Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Helpline number: 0303 123 1113; ICO website: <https://www.ico.org.uk>