

# orlando

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## CHAMBER CHOIR

### BOX OFFICE DATA PROTECTION

**Orlando Chamber Choir handles your personal information with care and in accordance with the General Data Protection Regulation (GDPR):**

- We only store the data we really need, and we store it securely;
- You can get in touch with us at any time via [info@orlandochoir.org.uk](mailto:info@orlandochoir.org.uk) and request to see what information we keep about you, update the information we keep, or have it deleted from our systems – and we'll deal with your requests as soon as we can;
- We don't share your information with anyone else, and we certainly don't sell it on;
- We delete your information from our systems as soon as we no longer need it – or as soon as you request us to.

**If you book event tickets online:**

We store your name, e-mail address, telephone number (if you provided it) and how you found out about the event (if you let us know) in our secure online database. This database is only accessible to the box office manager and the webmaster. An e-mail copy of your booking confirmation is kept securely on the box office manager's computer. We only use this information to get in touch with you in case the event is cancelled or delayed. Two weeks after the event for which you booked tickets we remove your data from our database and the e-mail copy is deleted from the box office manager's computer.

**If you sign up for our mailing list:**

We store your name and e-mail address in our secure online database. This database is only accessible to the mailing list manager and the webmaster. An e-mail copy of your mailing list subscription request is kept securely on the mailing list manager's computer. We only use this information to send you mailings about Orlando Chamber Choir events. Each mailing contains instructions about how to unsubscribe. When you unsubscribe, your data is removed from our database and the e-mail copy of your subscription request is deleted from the mailing list manager's computer.

**For further details please check Orlando Chamber Choir's full [Data Protection Policy](#).**