



BELFAST MUSIC SOCIETY  
CHAMBER MUSIC SINCE 1921

## PRIVACY POLICY

Belfast Music Society Limited is a registered company (NI637410) and a registered charity (NIC106859) in Northern Ireland, known by most people as 'Belfast Music Society' and 'BMS'.

BMS's main aim is

to promote, by charitable means only, the knowledge and appreciation of chamber music to the general public in Northern Ireland, through the organisation and presentation of recitals and any other appropriate musical events that the Directors may determine.

Belfast Music Society is committed to maintaining the trust and confidence of people who attend our concerts and events, or who visit our website.

We **do not** sell, exchange or give your personal information to other companies and businesses for marketing purposes.

We **do** use your personal information to stay in touch with you, to ask you for feedback about our work, and to send you information about concerts and events that we organise.

This Privacy Policy explains exactly how and when we gather your personal information, what we use it for, how we keep it secure, and the limited conditions under which we may disclose it to others.

### Types of data we collect

#### Mailing lists

We use sign-up forms to collect personal information from you when you come to our concerts or visit our website (such as your name, email address, postal address, and telephone number). We use this information for the following reasons:

- To tell you about forthcoming BMS concerts and events
- To ask your opinion about our events
- To request further information from you, occasionally
- To understand where our audience comes from
- Occasionally to tell you about other chamber music events that might interest you
- To check that our records are up to date and accurate.

Registered with The Charity Commission for Northern Ireland NIC106859

Company No: NI637410

We don't pass your personal information to other people: we don't sell it, exchange it, or give it to any other businesses or organisations for marketing purposes.

We store our postal database on a flash drive (memory stick) which is kept in a locked drawer in the BMS office. The database is password protected.

We use a third-party provider, MailChimp, to store our email database (the list of email addresses that people have given us) and to deliver email bulletins about our concerts and events. We gather statistics about how many people open the emails and what links they click on, using industry standard technologies to help us monitor and improve the emails we send. MailChimp has its own privacy notice, which you can see here: <https://mailchimp.com/legal/privacy/>

You can unsubscribe to general mailings **at any time** by clicking the unsubscribe link at the bottom of any of our emails, by emailing the BMS office at [info@belfastmusicsociety.org](mailto:info@belfastmusicsociety.org), or by writing to us at our registered office: c/o The Crescent, 2–4 University Road, Belfast BT7 1NH.

### Ticketing data

BMS does not have its own box office system. We use two third party services, WeGotTickets and VisitBelfast, to offer online ticket purchasing.

When you buy a BMS ticket from WeGotTickets, your personal details are stored in their systems; BMS can access the name and email address of people who have booked our tickets, but does not have access to your payment information. WeGotTickets has its own Privacy Policy, which you can see here: [www.wegottickets.com/ppl](http://www.wegottickets.com/ppl)

When you buy a BMS ticket from Visit Belfast (Belfast Welcome Centre), your personal details are stored in their systems; BMS does not have access to any of the information you give them, other than your name, and the event that you booked. Visit Belfast has its own Privacy Policy, which you can see here: <https://visitbelfast.com/pages/privacy-policy>

You can buy a ticket in person at any of our events. We do not capture your personal information when you buy a ticket at the ticket desk, but we may have sign-up forms available at the events which you are welcome to complete at the time.

### Third parties

From time to time we may share anonymised personal information with other organisations, chiefly the Arts Council of Northern Ireland, who use this information to analyse our ticket sales and self-generated income and to assess the impact of public funding for the arts (e.g. by looking at audience profiles). You can read the Arts Council of Northern Ireland's Privacy Policy here: <http://artscouncil-ni.org/site/page/privacy>

BMS works in partnership with a number of other organisations in presenting events. We do not share your personal information with any of these organisations. Occasionally, if our partners are organising events of their own that we think would interest you (such as other chamber music concerts), we may include details of those events in our own emails to you.

### Website cookies

A cookie is a small file placed on your computer's hard drive. It enables our website to identify another computer when the someone is viewing different pages on our website.

BMS uses cookies for web analytics only. Cookies do not give BMS access to your computer or any of your personal information unless you choose to give it to us.

### Google analytics

When someone visits [www.belfastmusicsociety.org](http://www.belfastmusicsociety.org) we use Google analytics to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website.

### **Access to your personal information**

You are entitled by law to view, amend or delete the personal information that we hold about you. To do this, email the Concerts Manager at the BMS office: [info@belfastmusicsociety.org](mailto:info@belfastmusicsociety.org)

### **Changes to this Privacy Policy**

This Privacy Policy was updated on 2 June 2018. It will be reviewed and updated every five years. The next update will be in 2023.