

From 25 May 2018 all organisations collecting and storing personal data need to ensure that there are clear procedures in place about the way personal data is collected, used and stored. You will be asked when joining the choir to give your consent to your personal data being used and stored as described below.

WHY WE HOLD DATA ABOUT YOU

We hold data about you in order to:

- make contact if there are changes or cancellations to rehearsals or concerts.
- tell of planned online rehearsals or meetings.
- maintain records of subscriptions.
- alert about any lending library deadlines.
- check members' wellbeing and send out salutary cards.
- make contact about future events, concerts and rehearsal dates.
- inform about other relevant musical events which may be of interest.
- conduct general administration relating to choir business.

WHAT DATA IS STORED AND COLLECTED ABOUT YOU

We hold the following data about you to enable the choir to operate efficiently:

1. Your name (first name, surname, title)
2. Your postal address
3. Your phone number(s)
4. Your email address (if available)
5. Subscription payments
6. The number on your folder of loaned music
7. Your preferred voice (Soprano, Alto, Tenor, Bass)

8. Your written consent to the use, on the Stafford Singers website and Facebook page, of your name and any photographs or videos which include you, taken during choir activities.

MANAGEMENT OF DATA HELD

The committee of Stafford Singers is the data controller for Stafford Singers. This means they decide how your personal data is managed and for what purposes.

The data given to us by you (on a printed form or otherwise) will be accessed and used by committee members who have a legitimate need to communicate with members on the database about events or issues relating to the choir.

They will comply with the obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure; and by ensuring that appropriate technical measures are in place to protect personal data.

Your data is neither shared with nor sold to any other person or organisation unless there is a lawful requirement to do so. If a request is received to access your information we will pass the request on to you for your decision where appropriate.

You may see a copy of the data we hold about you by making a written request to the correspondence secretary.

That data is held in order to administer choir business effectively and efficiently. Should you wish, therefore, to withdraw consent for us to hold any part of it, we regret that we would consider your membership withdrawn.

If you cease to be a member of the choir we will delete / destroy the data we hold about you within two years of the termination of your membership, unless there is a legal requirement for us to hold the data for a longer period, or if you ask us to keep your details on record. Selected items of photography / videos taken during choir activities may be retained for publicity and / or historical records.

If we wish to use your personal data for a new purpose, not covered by this data protection notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary we will seek your prior consent to the new processing.

Stafford Singers January 2021