

Privacy Policy

Your privacy is important to Chiswick Choir. So we've developed a Privacy Policy that covers how we collect, use, disclose, transfer, and store your information. Please take a moment to familiarize yourself with our privacy practices and let us know if you have any questions.

Collection of Personal Information

Personal information is data that can be used to identify or contact a single person.

You may be asked to provide your personal information anytime you are in contact with Chiswick Choir. We may also combine it with other information to provide services, content, and advertising. You are not required to provide the personal information that we have requested, but, if you chose not to do so, in many cases we will not be able to provide you with information or respond to any queries you may have.

Here are some examples of the types of personal information Chiswick Choir may collect and how we may use it.

What personal information we collect

When you make an inquiry with Chiswick Choir we may collect a variety of information, including your name, mailing address, phone number, email address, contact preferences.

How we use your personal information

- The personal information we collect allows us to keep you posted on Chiswick Choir 's latest news, and upcoming events. It also helps us to improve our services, content, and advertising. If you don't want to be on our mailing list, you can opt out anytime by clicking the "Unsubscribe" option, or by contacting enquiries@chiswickchoir.org.uk
- If you are a member of the choir, we may use your personal information, from time to time, to send important notices, such as communications about your subscription. Because this information is important to your interaction with Chiswick Choir, you may not opt out of receiving these communications.

- We may also use personal information for internal purposes such as auditing, data analysis, and research to improve Chiswick Choir 's services, and communications.
- If you enter into a sweepstakes, contest, or similar promotion we may use the information you provide to administer those programs.

Collection and Use of Non-Personal Information

We also collect data in a form that does not, on its own, permit direct association with any specific individual. We may collect, use, transfer, and disclose non-personal information for any purpose. The following are some examples of non-personal information that we collect and how we may use it:

- We may collect information regarding your activities on our website. This information is aggregated and used to help us provide more useful information to our customers and to understand which parts of our website and services are of most interest. Aggregated data is considered non-personal information for the purposes of this Privacy Policy.

If we do combine non-personal information with personal information the combined information will be treated as personal information for as long as it remains combined.

Cookies and Other Technologies

Chiswick Choir 's website, online services, interactive applications, email messages, and advertisements may use "cookies" and other technologies such as pixel tags and web beacons.

- These technologies help us better understand user behaviour, tell us which parts of our website people have visited, and facilitate and measure the effectiveness of advertisements and web searches. We treat information collected by cookies and other technologies as non-personal information. However, to the extent that Internet Protocol (IP) addresses or similar identifiers are considered personal information by local law, we also treat these identifiers as personal information. Similarly, to the extent that non-personal information is combined with personal information, we treat the combined information as personal information for the purposes of this Privacy Policy.
- Chiswick Choir also use cookies and other technologies to remember personal information when you use our website and online services. Our

goal in these cases is to make your experience with Chiswick Choir more convenient and personal.

If you want to disable cookies and you're using the Safari web browser, go to Safari preferences and then to the privacy pane to manage your preferences. On your Apple mobile device, go to Settings, then Safari, scroll down to the Privacy & Security section, and tap on "Block Cookies" to manage your preferences. For other browsers, check with your provider to find out how to disable cookies. Please note that certain features of the Chiswick Choir website may not be available once cookies are disabled.

As is true of most websites, we gather some information automatically and store it in log files. This information includes Internet Protocol (IP) addresses, browser type and language, Internet service provider (ISP), referring and exit websites and applications, operating system, date/time stamp, and clickstream data.

We use this information to understand and analyse trends, to administer the site, to learn about user behaviour on the site, to improve our products and services, and to gather demographic information about our user base as a whole. Chiswick Choir may use this information in our marketing and advertising services.

In some of our email messages, we use a "click-through URL" linked to content on the Chiswick Choir website. When customers click one of these URLs, they pass through a separate web server before arriving at the destination page on our website. We may track this click-through data to help us determine interest in particular topics and measure the effectiveness of our customer communications. If you prefer not to be tracked in this way, you should not click text or graphic links in the email messages.

Pixel tags enable us to send email messages in a format you can read, and they tell us whether mail has been opened. We may use this information to reduce or eliminate message sending.

Disclosure to Third Parties

At times Chiswick Choir may make certain personal information available to strategic partners that work with Chiswick Choir to provide products and services, or that help Chiswick Choir market itself. Personal information will only be shared by Chiswick Choir to provide or improve our services and advertising; it will not be shared with third parties for their marketing purposes.

Others

It may be necessary – by law, legal process, litigation, and/or requests from public and governmental authorities within or outside your country of residence – for Chiswick Choir to disclose your personal information. We may also disclose information about you if we determine that for purposes of national security, law enforcement, or other issues of public importance, disclosure is necessary or appropriate.

We may also disclose information about you if we determine that disclosure is reasonably necessary to enforce our terms and conditions or protect our operations or users.

Protection of Personal Information

Chiswick Choir takes the security of your personal information very seriously. Chiswick Choir online services use Secure Sockets Layer (SSL) encryption on all web pages where personal information is collected. To make purchases from these services, you must use an SSL-enabled browser such as Safari. Doing so protects the confidentiality of your personal information while it's transmitted over the Internet.

When you use some Chiswick Choir services or you post on a Chiswick Choir social networking service, the personal information and content you share is visible to other users and can be read, collected, or used by them. You are responsible for the personal information you choose to share or submit in these instances. For example, if you list your name and email address in a posting, that information is public. Please take care when using these features.

Integrity and Retention of Personal Information

Chiswick Choir makes it easy for you to keep your personal information accurate, complete, and up to date. We will retain your personal information for the period necessary to fulfil the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted by law.

Access to Personal Information

You can help ensure that your contact information and preferences are accurate, complete, and up to date by contacting enquiries@chiswickchoir.org.uk. For other personal information we hold, we will provide you with access for any purpose including to request that we correct the data if it is inaccurate or delete the data if Chiswick Choir is not required to retain it by law or for legitimate

purposes. We may decline to process requests that are frivolous/vexatious, jeopardize the privacy of others, are extremely impractical, or for which access is not otherwise required by local law.

Children

We do not knowingly collect personal information from children under 13, or equivalent minimum age depending on jurisdiction. If we learn that we have collected the personal information of a child under 13, or equivalent minimum age depending on jurisdiction, we will take steps to delete the information as soon as possible.

Third-Party Sites and Services

Chiswick Choir products may contain links to third-party websites, products, and services. Our services may also use or offer products or services from third parties. Information collected by third parties, which may include such things as location data or contact details, is governed by their privacy practices. We encourage you to learn about the privacy practices of those third parties.

Our Commitment to Your Privacy

To make sure your personal information is secure, we communicate our privacy and security guidelines to Chiswick Choir members and strictly enforce privacy safeguards within the organisation.

Your Rights

Under the upcoming changes to data protection (GDPR takes effect on 25 May 2018) you have the right to:

- Ask us about the data we store on you
- Amend or update the data we store on you
- Ask us not to process your data
- Opt out from any marketing communications at any time
- Ask us to delete or destroy any data we store on you

Privacy Questions

If you have questions or concerns about Chiswick Choir 's Privacy Policy or data processing, please contact us at enquiries@chiswickchoir.org.uk

All such communications are examined and replies issued where appropriate as soon as possible. If you are unsatisfied with the reply received, you may refer your complaint to the relevant regulator in your jurisdiction. If you ask us, we will endeavour to provide you with information about relevant complaint avenues which may be applicable to your circumstances.

Chiswick Choir may update its Privacy Policy from time to time. When we change the policy in a material way, a notice will be posted on our website along with the updated Privacy Policy.

Chiswick Choir

Last edited Tuesday 22nd May.