

Chiswick **Choir** Privacy Guidance

Whenever the Chiswick Choir needs to collect any of your data we will let you know why we need to do so and what it will be used for. This guide provides a useful overview of all those situations and provides more detail on how we keep your data, how long we might hold it for and what your rights are in relation to it. The Chiswick Choir is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the requirements of the General data Protection Regulation (GDPR).

Who is responsible for data the choir collects?

The Chiswick Choir is a Data Controller under the GDPR and has a nominated data protection officer on the committee.

What data does the choir collect and what do we use it for?

The Chiswick Choir collects data from individuals to help us plan, organise and run the day to day operations for the choir (e.g. coordinate rehearsals, take subscriptions etc) and, with permission, promote and market the choir's activities to individuals who have opted to receive such communications. This may include photos and videos where appropriate.

Members: for administering membership

When you join the Chiswick Choir as a member, and during your membership with us, we may need to collect some information about you, such as:

- Name
- Email address
- Phone number
- Home address
- Bank details
- Gift Aid declaration
- DBS check (where necessary)
- Personal photo
- Audition notes

This data will be used by committee members to manage your membership with the Chiswick Choir and to organise and run our activities. If you give us your consent to do so, we may also use your contact details to send you messages from the Committee. You can withdraw consent at any point by contacting the Data Protection Officer enquiries@chiswickchoir.org.uk

Event attendees: for processing and managing tickets

When our events are ticketed, we collect data on the person booking (name, address, phone number and email) in order to allow them access to the event and in case we need to contact them for cancellation or rescheduling for example. This data will only be used for administering their access to the event and will not be used to send them marketing or promotional material from the choir unless they have explicitly given their consent.

Employees, contractors and freelancers: for administration and legal/regulatory purposes

We may need to collect personal or sensitive data on employees, contractors or freelancers of the choir. If this is the case, we will explain what this is for at the point of collection.

Mailing list subscribers: for marketing and promotions (e.g. Friends and regular concert goers)

We offer the opportunity to sign up (consent) to receive marketing and promotional information on the choir's activities. When you sign up we will ask for your name, email address, phone number and home address and will use this data to communicate with you information about our events and activities. We may also ask for your preferred topics and communication methods. These allow us to tailor the information we provide to suit your preference (e.g. email, post).

We will only send you information that is related to the choir and will not share your information with third parties without your consent.

We do not use cookies on our website.

You can opt out of marketing and promotional information at any time by contacting: enquiries@chiswickchoir.org.uk

Do we share your data with anyone else?

We will never pass on your data to third parties without your consent. We will always make sure any third parties we use are reputable and secure and we will process your data in accordance with the GDPR.

Are there special measures for children's data?

For GDPR purposes, children are defined as those under 18 years. We do not knowingly collect or store any personal data on children. If a child becomes a member of the choir their data will be managed in accordance with the guidance in the GDPR

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/children-and-the-gdpr/>

How can you update your data?

You can contact us at enquiries@chiswickchoir.org.uk to ask us to update **r** or correct the data we hold on you.

How long will we hold your data?

The Chiswick Choir's policy is to review all data held on individuals at least every two years and to remove data if we no longer have a legitimate reason to keep it. In certain circumstances (e.g. for legal reasons) we may have to keep your data for longer.

What are my rights?

Under the GDPR you have the following rights over your data and its use:

- The right to erasure - you can ask us to delete the data we hold on you
- The right to restrict processing – you can ask us to temporarily stop using your data; rights also related to portability and automated decision making

All requests related to your rights should be made in writing (email) to the Data Protection Officer at enquiries@chiswickchoir.org.uk who will respond within a month.

You can find out more about your rights at the Information Commissioner's website:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

What will the Chiswick Choir do if anything changes?

If we make changes to our privacy statement or processes, we will update this guidance. If the changes are significant, we may also choose to email individuals affected with the new details. If required by law, we will also ask for your consent to continue processing your data after these changes have been made.