

**Introduction and scope**

The Renaissance Choir (“the choir”) is committed to ensuring that personal data it collects from its members and from the public is kept secure and is processed in compliance with the General Data Protection Regulation 2018 (“GDPR”).

This policy explains what personal information is collected and why, how it is used, how it is kept secure and what people’s rights in relation to it are.

**What information is collected and processed, and for what purpose**

	Choir member / MD	Others
Type of information	Name, address, telephone number(s), email	Name, email, address (as appropriate)
Purpose	To enable the choir to contact its members and for members to contact one another. To enable the choir to fulfil its agreement with the MD.	To enable communication with potential audiences, venues and artists about future concerts and choir news.
How we obtain this information	Via a consent form completed when a member joins the choir.	Via a hard copy sign-up form at a concert or a sign-up form on the choir website. For paid artists, via an engagement agreement.
How the information is stored securely (see “How the choir will keep personal data secure” below)	Electronic records are held behind a password on the Mailchimp email marketing service as well as on password-protected PCs. Hard copy records are held in a secure environment.	Such records are held behind a password on the Mailchimp email marketing service.
Unsubscribe option / withdrawal of consent	It is impractical for a member to unsubscribe from communications about the legitimate running of the choir. Members can choose to withhold personal data from other choir members.	For hard copy communications, via a note on each newsletter/ mailing. For email communications, via a link at the bottom of each email communication.

## **Financial information**

The choir's Treasurer holds some financial information in order to facilitate the legitimate running of the choir, including Gift Aid Declarations. Bank account information is required if fees, expenses, or invoices for services are to be paid by online bank transfer. Details are held within the choir's online banking facility. Financial records will be kept securely for 6 years as required under statutory regulations.

## **How the choir will keep personal data secure**

Generally accepted standards of technology and operational security have been implemented in order to protect personal data from loss, misuse, or unauthorised alteration or destruction. These include password protection, secure physical storage and standard banking security for bank details. The choir will notify the persons concerned promptly in the event of any breach of their personal data which might expose them to risk.

The choir will not share personal data with any third parties without prior consent (which people are free to withhold) except where required to do so by law.

The choir has appointed a Data Controller who is contactable via the website.

## **Regularity of reviews**

Personal data on members will be held for the duration of membership. Names and membership dates will be kept for archive purposes. As regards others, there is no time limit.

However all personal data will be reviewed regularly (at least every two years) to establish whether the choir is still entitled to use it and to update it where necessary. Where data is no longer required, or if consent is withdrawn, all records will be deleted unless they must be retained by law.

## **People's rights in relation to their personal data**

Anyone has the right:

- (a) to access their personal data
- (b) to be provided with information about how their personal data is processed
- (c) to have their personal data corrected
- (d) to have their personal data erased in certain circumstances
- (e) to object to or restrict how their personal data is processed
- (f) to have their personal data transferred to themselves or to another business in certain circumstances

(g) to take any complaints about how their personal data is processed to the Information Commissioner: <https://ico.org.uk/concerns>

### **Privacy Notice**

We have published a Privacy Notice at <http://www.renaissancechoir.org.uk/privacy-notice> which sets out how the choir uses and protects information obtained when people visit its website and/or when people provide the choir with their contact details for mailing or emailing or other purposes, whether they be choir members or the general public.

### **Further information**

For more details, please address any questions, comments and requests regarding our data processing practices to the choir's Data Controller via the contact form at <http://www.renaissancechoir.org.uk/contact-us>.