

GUILDFORD VOX COMMUNITY CHOIR

PRIVACY NOTICE FOR CHOIR MEMBERS

This Privacy Notice explains when and why we collect personal information about our members, how we use it and how we keep it secure. It also explains your rights in relation to it.

We will comply with the General Data Protection Regulations (GDPR) when dealing with your personal data. Further details on the GDPR can be found on the website for the Information Commissioner (www.ico.gov.uk).

We will never sell your personal data and we will not share your personal data with other choir members or any third parties without your prior consent (which you are free to withhold).

The information collected

When you decide to become a member of Guildford Vox Community Choir, you will be asked to complete a Membership Form, which requests the information we need to contact you about choir rehearsals, choir events, performance lists and to inform you of other events that are organised or led by our choir leader, Anna Tabbush.

The information held is limited to the following:

- a. Your name
- b. Your telephone number(s)
- c. Your email-address
- d. The section of choir in which you prefer to sing

Committee Members holding and using the information

1. Choir members' information is held by the Guildford Vox Committee Secretary, in the following forms:
 - a. on the original paper copy
 - b. on a computerised database
 - c. on the group email system
2. Group emails to choir members are sent as 'blind copies' via the group email system, which, together with the choir attendance registers, is stored on the Secretary's password-protected personal computer. Paper copies are stored securely in the Secretary's home office.
3. The Committee Treasurer has a list of choir members' names in order to record payments of subscriptions to the choir. When members make subscription payments by cheque, the Treasurer can also see the bank details of the people concerned, but these details are not held on any of the choir's databases.

Length of time the information is kept

Your personal data will be held on our systems as long as is necessary for us to comply with our legal obligations. Otherwise, it will be removed and securely destroyed in the following circumstances:

- a. If you decide that you no longer wish to be a member of Guildford Vox Community Choir and notify us by email or in person
- b. If, for 14 consecutive weeks you have not attended choir or thereafter responded to our email contact to state that you wish to remain on our members' list

Your Rights

1. Your rights under the GDPR are as follows:
 - a. To access your personal data
 - b. To be provided with information about how your personal data is processed
 - c. To have your personal data corrected
 - d. To have your personal data erased in certain circumstances
 - e. To object to or restrict how your personal data is processed
 - f. To have your personal data transferred to you or to another business in certain circumstances
2. You also have the right to take to the Information Commissioner any complaints about how we process your personal data. Contact details are: <https://ico.org.uk/concerns> telephone number 0303 123 1113; Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
3. For more details, questions, comments, requests etc. please contact the Committee Secretary, whose email address can be accessed via the choir's group email system.