**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](http://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 availability and to inform you of other events that are organised or led by our choir leader, Anna Tabbush.

Information that is essential to the Muzodo system is as follows:

* + The section of choir in which you prefer to sing
	+ Your name
	+ Your email-address

We also ask that you provide the following information, which we will use only in case of emergency, but you are not obliged to do so:

* + Your telephone number(s)
	+ Your home address and post code
	+ The name and contact details of someone we should call in case of emergency.

**Committee Members holding and using the information**

1. Choir members’ information is entered onto the Muzodo system by the Guildford Vox Committee Secretary from the original paper copy of the membership form. It will continue to be stored on that system until it is deleted either by the choir member to which it refers or by one of the choir’s system administrators, who are:
	* Eileen Griffiths, Briony Hancock and Anna Tabbush.
2. Choir members’ names are stored and printed onto each term’s register list by one of Guildford Vox’s Muzodo administrators.
3. Information is sent to members via the Muzodo system, and members’ responses are collated and displayed by that system. Therefore, all choir members will be able to see the names of members who are available for performances and events, etc.
4. Hard copies of membership forms are stored securely in the Choir Secretary’s home office, but are safely destroyed once a member has left the choir.
5. 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 committee’s databases.
6. Choir members who decide they no longer wish to be a part of the choir, can delete their own details from Muzodo.

**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:

* 1. If you decide that you no longer wish to be a member of Guildford Vox Community Choir and notify us by email or delete your name from Muzodo.
	2. If, for one term of rehearsals you have not attended choir or thereafter have not responded to our email contact asking if you wish to remain on our members’ list, your name and details will be deleted from Muzodo and hard copies of your personal information will be securely destroyed.

**Your Rights**

1. Your rights under the GDPR are as follows:
	1. To access your personal data
	2. To be provided with information about how your personal data is processed
	3. To have your personal data corrected
	4. To have your personal data erased in certain circumstances
	5. To object to or restrict how your personal data is processed
	6. 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 one of the Committee’s Muzodo Administrators, whose email addresses are as follows:
* Eileen Griffiths – eileen@little-blacknest.co.uk
* Briony Hancock – brionyhancock@ntlworld.com
* Anna Tabbush – anna@nnatabbush.com