

# Lower Windrush Choral Society – Privacy notice

## What is this guide for?

Whenever we need to collect any of your data, we will let you know at that point *why* we need to do so and *what* it will be used for, but this guide provides a useful overview of all of those situations and provides more detail on how we keep your data up to date, how long we might hold it for, and what your rights are in relation to it.

Lower Windrush Choral Society is committed to protecting your personal data and will use any personal data we collect from you in line with the General Data Protection Regulations (GDPR).

## Who's responsible for data the Society collects?

Lower Windrush Choral Society is a Data Controller under the GDPR. Lower Windrush Choral Society can be contacted at [lwcs.chairman@gmail.com](mailto:lwcs.chairman@gmail.com).

## What data do we collect and what do we use it for?

Lower Windrush Choral Society collects data from individuals to help us plan, organise and run the day-to-day operations of the Society (e.g. arranging rehearsals and concerts or collecting subscription payments) and to promote and market the Society's activities (e.g. marketing mailing lists and photography/video capture).

### Members: for administering membership

When you join Lower Windrush Choral Society as a member, or during your membership with us, we will need to collect some of the following information on you: personal identifiers and contact details; details of subscription payments and Gift Aid declarations; voice part (SATB) and attendance record; previous musical experience; information about how you heard about us and why you joined. We may also, from time to time, take photos or videos for use in our promotional materials.

This data will be used by committee members, Section Leaders and other office-holders to manage your membership with Lower Windrush Choral Society and to organise and run our activities.

We also invite members to provide details of their chosen 'next of kin' to the Society in case the member experiences an emergency at a Society event and is unable to advise us who to contact on their behalf. This next of kin data will be shared with certain members of the Committee, and its use will be limited to emergency situations only. Supplying this information is entirely voluntary.

We shall from time to time let you know about events happening locally that we feel may be of interest to you. We shall only send information that is relevant to your membership of the Society (e.g. concerts by other local groups) and this will only be included within the regular society bulletin. We shall never pass your information to third parties for marketing purposes.

### Trustees: for administration & legal/regulatory purposes

For members of the Society who become Trustees (i.e. committee members), we are required by the Charity Commission to collect certain additional items of personal data over and above that needed from ordinary members, including details of other charities of which the person is a trustee. All necessary data is then reported to the Commission. There may also be other regulatory disclosures of Trustees' personal data, e.g. to the Society's bankers.

In addition, banking details may be collected for the reimbursement to Trustees of out-of-pocket expenses.

### **Contractors and freelancers: for administration and legal/regulatory purposes**

We may need (for administration or for legal/regulatory reasons) to collect personal data on contractors and freelancers of the Society. Where this is the case, we will explain what this is for at the point of collection.

### **Event attendees: for processing and managing tickets for events**

Where attendees buy online their tickets for our events, our online agent needs to collect data on the person booking (name and email) in order to allow you access to the event and to send you a confirmation of your reservation/purchase. This data will only be used for administering your access to the event/s for which you have booked and will *not* be used to send you marketing/promotional messages from the Society unless you have also provided your consent to receive these (see below).

### **Mailing list subscribers: for marketing and promotion**

We offer everybody the opportunity to sign up (consent) to receive marketing and promotional information on the Society's activities (e.g. emails about forthcoming events).

When you sign-up to our marketing mailing list we will ask for your name and email address and will use this data to send you information about our events and activities (e.g. forthcoming performances).

We will *only* send you information that is related to the Society (e.g. we will *not* use your data to send you marketing messages from third parties).

Anything we send you will include a clear option to withdraw your consent (i.e. to 'opt out' of future emails) and you can also do so at any time by contacting the Society at [lwcs.chairman@gmail.com](mailto:lwcs.chairman@gmail.com).

### **Donors: for administration and legal/regulatory purposes**

We collect personal identifiers, contact details, amounts donated and, where applicable, Gift Aid declarations on those who make gifts to the Society, including members who Gift Aid part of their membership subscriptions. This information is used for the purposes of interacting with the donor and is disclosed to HM Revenue & Customs in the course of making Gift Aid claims.

### **Website visitors:**

We only gather personal information through our website ([www.lowerwindrush.org](http://www.lowerwindrush.org)) when you use either the 'Send us a Message' or 'Subscribe to our Newsletter' options (see 'Mailing List Subscribers', above). We will never send these details to third parties for marketing purposes.

### **Do we share your data with anyone else?**

We sometimes use third party services to process your data (e.g. Google Drive). We will always make sure any third parties we use are reputable, secure, and process your data in accordance with your rights under GDPR.

Other than as noted above, we will never share your data with anyone else. We will never pass your details on to third parties for marketing purposes.

### **How can you update your data?**

You can contact us at any time at [lwcs.chairman@gmail.com](mailto:lwcs.chairman@gmail.com) to update or correct the data we hold on you.

### **How long will we hold your data?**

Lower Windrush Choral Society's data retention policy is to review all data held on individuals at least every two years and remove data where we no longer have a legitimate reason to keep it.

Where you have withdrawn your consent for us to use your data for a particular purpose (e.g. unsubscribed from a mailing list) we may retain some of your data for up to two years in order to preserve a record of your consent having been withdrawn.

## What rights do you have?

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

- The right **to be informed** about what data we are collecting on you and how we will use it
- The right of **access** - you can ask to see the data we hold on you
- The right to **rectification** - you can ask that we update or correct your data
- The right to **object** - you can ask that we stop using your data for a particular purpose
- The right to **erasure** - you can ask us to delete the data we hold on you
- The right to **restrict processing** - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated
- Though unlikely to apply to the data we hold and process on you, you also have rights related to **portability and automated decision making** (including profiling)

All requests related to your rights should be made to the Society at [lwcs.chairman@gmail.com](mailto:lwcs.chairman@gmail.com). We will respond within one month.

Depending on the nature of your request, we may not be able to do what you have asked – e.g. where there is a statutory requirement for us to process your data and it would not be possible to fulfil our legal obligations if we were to stop. You can find out more about your rights on the [Information Commission's Office website](http://www.ico.org.uk) (www.ico.org.uk).

## What will we do if anything changes?

If we make changes to our privacy statements or processes, we will post the changes on our website [www.lowerwindrush.org](http://www.lowerwindrush.org). Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, will we ask for your consent to continue processing your data after these changes are made.

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