

Our Privacy Policy (Whitley Women Community Choir)

Collection of personal information

When you join the choir, we ask for contact information. This is simply your name, address, phone number(s) and email address. Additionally, we ask for the name and phone number of someone we could contact in the event of an emergency, whether in a regular rehearsal or when we are singing out and about. In order to ensure that details are correct, we ask that you check and confirm them annually, in the autumn term. We will only change information on your request.

How we use the information

On rare occasions, there have been last minute cancellations to rehearsals. Due to the size of the choir, we cannot phone individually, so it is really helpful to have a mobile phone number and/or email address because we can then send out a message to everyone. Phone numbers and addresses are also used to allow us to return items left behind by mistake.

Emergency contact details would only be used in case of accident or illness.

Storage, retention and access

The information that you give us is stored on a computer in a password-protected Excel file. Copies are made available, both electronically and in printed form, to our Secretary and the Choir Leader. No information is passed to any outside body.

Members' details will be removed at the end of a full term of absence from rehearsals, unless you have advised us that the absence is temporary. There is no problem about returning after such an absence, but we would ask for your details again at that point.

You can request access to your data at any time, by using the contact email on the website.