

# Stondon Singers Data Protection Policy

The Stondon Singers keeps data for the following purposes:

- To establish and maintain a record of membership
- To establish and maintain mailing lists for Friends and Patrons
- To provide or administer activities for members and supporters
- To contact workshop participants

## Data held comprises:

- **Members;** name, voice Section, address, telephone number, email address.
- **Patrons and Friends;** name address, e mail.
- **Workshop participants** (non-members) contact details will be held solely for the purpose of the administration of the event.

## Privacy

- Data may be held in electronic and manual form
- Data relating to members and friends is the responsibility of the Secretary.
- Data relating to patrons is the responsibility of the Patrons' Secretary
- Members' names addresses and telephone numbers are and circulated to all members, unless members state otherwise.
- Ex-Directory telephone numbers will be known only to the Secretary unless permission is otherwise given.
- Other than publishing a list of members' names and a list of Patrons in programmes, the data will not be passed to any person or body outside the choir.
- Committee members may have access to relevant data held by the Secretary or Patrons' Secretary for the better performance of their duties.
- All data held will be deleted when a choir member, patron or friend, leaves or retires unless the individual specifically asks to remain on a mailing list.
- Data held will be deleted at the request of an individual with immediate effect.

Approved by the Committee on 21 March 2017

Signed by the Secretary on behalf of the Committee.

M Hillman

Date of next review April 2018