

Stondon Singers Data Protection Policy

The Stondon Singers CIO 1154435 is the controller of personal data which is kept in accordance with data protection regulations for the following purposes:

- To establish and maintain a record of choir membership
- To establish and maintain mailing lists for friends and patrons, in order to inform them of forthcoming concerts and events
- To provide or administer activities for members and supporters
- To contact workshop participants, for the purpose of administering the event
- To respond to members of the public, in respect of ticket sales and/or to respond to queries or comments received via the contact page on our website.

Data held comprises:

- **Choir members:** name, voice section, address, telephone number, email address
- **Patrons and Friends:** name, address, email address
- **Workshop participants:** (non-members) name, voice part and contact details
- **Members of the public:** name and contact details will be held temporarily as required for ticket sales and /or dealing with queries or comments.

Privacy:

- The consent of individuals is sought before information submitted by them is stored for the specific and relevant purposes mentioned above. Such information is stored on a password protected database
- Individuals have the right to access the information we hold about them and to have it corrected and updated
- Data may be held in electronic and manual form
- The Secretary is responsible for data relating to choir members and Friends and for personal information related to the sale of tickets
- The Patrons' Secretary is responsible for data relating to Patrons
- Choir members' names, addresses, telephone numbers and email addresses are circulated to all members, unless members request otherwise
- Ex-Directory telephone numbers will be known only to the Secretary unless permission is otherwise given
- The consent of Patrons is sought before their names are included in programmes
- Other than publishing choir members' and Patrons' names 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
- If we have been unable to contact a Patron or Friend for a period of twelve months their data will be deleted
- On receipt of an email or telephone request from the individual concerned, any personal data held will be promptly deleted by the Secretary or Patrons' Secretary as appropriate.

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Changes to this policy

We keep this policy under review. The latest policy is available on our website.

Approved by the Committee on ...11... April 2018

Signed by the Secretary on behalf of the Committee.

M Hillman

Date of next review March 2019