

STONELEIGH CHORAL SOCIETY

Registered Charity 1093001

DATA PRIVACY NOTICE

Your personal data- what is it?

Personal data is any information about a living individual which allows them to be identified from that data (for example a name, photograph, videos, email address or postal address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the General Data Protection Regulation (GDPR)

Who are we?

This Privacy notice is provided to you by the committee of STONELEIGH CHORAL SOCIETY which is the Data Controller for your data.

The choir is made up of members and friends whose aim is to advance, improve, develop and maintain public education in and appreciation of the art and science choral music by the presentation of public choral concerts.

What data does the data controller listed above process?

They will process some or all of the following where necessary to perform their tasks:

- Names, titles, photographs
- Contact details such as telephone numbers, addresses and email addresses
- Where you make donations or pay for activities, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers

How do we process your personal data?

We comply with our legal obligation to keep personal data up to date; to store and destroy it securely; not to collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure, and to ensure that appropriate technical measures are in place to protect personal data.

We use personal data for some or all of the following purposes:

- To enable us to meet all legal and statutory obligations
- To administer membership records
- To fundraise and promote the interests of the choir
- To maintain our own accounts and records
- To process a donation that you have made
- To notify you of news, events and activities of the choir and other choirs

What is the legal basis for processing your personal data?

Most of the data is processed because it is necessary for the legitimate interests of the choir. Some of our processing of your data is necessary for compliance with a legal obligation (such as under the Charities Acts)

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with other members of the choir for purposes connected with the choir. We will only share your data with third parties outside the choir with your consent.

How long do we keep your personal data?

In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the choir committee holds about you
- The right to request that the choir committee corrects any personal data found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for the choir committee to retain such data
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data where applicable
- The right to lodge a complaint with the Information Commissioners Office

Contact details

If you have any questions about this Privacy Notice, or the information we hold about you, or to exercise all relevant rights please contact Mrs Jean Adams, Chairperson of Stoneleigh Choral Society, at 02083935124 or margaret11adams@gmail.com