

FAIRFORD AND DISTRICT CHORAL SOCIETY PRIVACY POLICY AND DATA PROTECTION

In line with the General Data Protection Regulation that comes into force 25 May 2018, this is the Society's Privacy Policy about how personal data is managed.

Whose data do we hold?

We hold personal data from:

- Current Members – including the Society's Officers, Committee Members and Trustees
- Previous Members who have given permission and want to stay in touch
- Friends of the Society
- Sponsors of the Society
- Music professionals engaged by the Society

What data do we hold?

We only hold the amount of data that is necessary to pursue the legitimate interests of the society.

Data includes:

- Names and addresses of Members, Friends and Sponsors
- Telephone numbers and email addresses of Members, Friends and Sponsors
- Date of birth – optional for Members aged 18+
- Membership Application forms for new members
- Membership Details Update forms for established members
- Gift Aid forms for Members and Friends
- Sponsorship agreements for Sponsors
- Appointment-related information about music professionals – e.g. quotes and contracts; general correspondence; CVs and biographies; feedback and suggestions
- Photographs of Members and professional artists taken at rehearsals and concerts only

What do we do with the data?

Data is used to pursue legitimate interests of the society only, to facilitate the smooth operations of the Society. For example, when active consent has been given, the Society will use data to:

- Provide Members with information about current and future terms – e.g. rehearsal plans, feedback and notes; F&DCS newsletters; notification of AGM; party invitations; subscriptions
- Keep Friends and Sponsors informed – e.g. about fees, concerts, events and parties
- Inform Members about local music events by other organisations
- Process Gift Aid forms – e.g. sending details to HMRC when the Society reclaims Gift Aid
- Keep previous Members informed of future F&DCS concerts and events – especially if they have shown an interest in staying involved or re-joining
- Help with marketing of concerts and events – e.g. using rehearsal and concert photographs for media contacts, and on the society's website and social media
- Organise rehearsals and concerts – e.g. use biographies when preparing concert programmes

Who do we share the data with?

The Society does not share personal data with any third parties. Our databases are not sold or shared with any outside organisations.

The only time the Society would pass data to an outside agency would be if the Society:

- Needs to send Gift Aid forms to HMRC
- Is obliged by law to reveal details – e.g. to the police

In all other circumstances, the Society would ask for specific consent from the individual(s) concerned.

How is data stored, protected and destroyed?

The Controllers of the data are officers of the Society (Chair, Treasurer and Secretary) and other committee members authorised by the officers.

We also have Processors, who work on behalf of the Controllers, who are authorised to access the data that is necessary for them to perform their duties only – e.g. book-keepers who assist the Treasurer; Members who collect subscriptions or ticket money for us.

Electronic data is:

- Accessed by Controllers and authorised Processors only
- Stored on laptops, computers and cloud-based storage that have anti-virus and password protection
- Fully deleted when required

Paper-based data is:

- Stored in files, held by Controllers and Processors – locked away when necessary
- Treated as confidential waste – shredded when disposed of

Consent

Members, Friends and Sponsors must give active consent for us to be able to collect, use, store and dispose of their personal data. This can be done by, for example:

- Ticking boxes on forms about how they want their data to be used
- Writing to the Membership Secretary or any officer of the Society

Withdrawing consent and amending data

If anyone wishes to amend personal details or withdraw consent for the Society to use their personal data, temporarily or permanently, they need to let us know in writing or by email.

Current and previous Members should inform the Membership Secretary:

Jane Read
15 Leafield Road
FAIRFORD
GL7 4LS
jane_read@me.com

Friends and Sponsors should inform the Chair:

Carole Noble
Queen's Cottage
Whelford
FAIRFORD
GL7 4ED
carole934@yahoo.co.uk

Anyone wishing to amend or withdraw Gift Aid or financial data should inform the Treasurer:

Doug Crowley
16 Keble Lawns
FAIRFORD
GL7 4BQ
doug@crowley.email

Fairford & District Choral Society
March 2018