

Reading A440 Choir Privacy Notice June 2018

Issued to comply with the GDPR (General Data Protection Regulation) which comes into force on 25th May 2018

This Privacy Notice sets out how the Committee (and its appointed Data Controller) of the Reading A440 Choir uses any personal information in respect of becoming a Member, Prospective Member, Friend, 3rd Party Venue Organiser or Artistic Collaborator of the Choir.

Summary

Reading A440 Choir Committee holds personal data of Choir Members, Prospective Choir Members, Ex-Choir Members, Friends of the Choir, Audience Members, Venue organisers, Artistic Collaborators and Patrons. Their information is held following informed (opt-in) consent which is evidenced. Their data is used within the Choir by the Committee and/or Choir Members only for the purposes of Member subscriptions and rehearsal / performance communications and delivering performances to the public at various venues and with other artistic collaborators – that is, for the performance of tasks. The data will be held for the period of individual Membership or for prospective concert performances and events (for as long as the Choir continues to perform) and fully destroyed if this is not the case or consent is not provided. Ex-choir members have the right to be held on a Friends database if they opt in to this when they leave their regular membership and/or hope to return to the Choir, if the Committee / Trustees approve this. Individuals have a right to complain to the Information Commissioners Office and have a right of access to the personal data held about them by the Reading A440 Choir which will be supplied at no cost within a month of the request (in writing to the Data Controller, Pauline Williams, Pauline.williams@incite2action.co.uk). Any inaccuracies found will be corrected by the Data Controller within a month of the request. Any breaches of the GDPR will be fully investigated by the Data Protection Officer (Chair of the Reading A440 Choir, Sharon Baynham) and reported to the Information Commissioner's Office within 72 hours.

By joining the choir, you accept, and agree to comply with, Reading A440 Choir's Data Protection policy and guidelines and agree not to use data obtained from your membership for purpose other than those related to the choir.

What information the Committee collects on Prospective / Choir members and how it is used

The Committee may collect and use the following information for the purposes of maintaining internal records, and for the reasons stated below, or as required by law. *Please note: the Committee may also share all information with third parties, such as emergency services staff / medical staff / first aiders / 3rd party's accident book, in an emergency or if assistance appears to be required, or if the Committee consider it necessary for the safety or wellbeing of Members or other people present; also with third parties such as insurers/Inland Revenue if required to do so.*

A) Member name and contact information, including home address, email address, telephone numbers, position in Choir and date of joining Choir: To communicate about rehearsals, concerts, competitions and fees; to respond to your communications; to send you information related to rehearsal or concert content or other events which might be of interest; to send greetings on behalf of the Committee or the group

B) Signatures on Member Contact form: as evidence of consent / agreement to the usage of information and the respectful use of the Member database.

C) Attendance information/Payment record/Refreshments: such as sessions attended, absences, payments received or due, refreshments preferred, to maintain internal records (no bank details are retained from cheques received).

Choir Members are also invited to join **BAND**, a mobile phone app, and it is their choice whether this is signed up to or not, but useful information is circulated by Committee via the app (as well as via email).

The lawful basis on which the Committee collects and uses this information

Member information: the clear consent of Members.

Collecting information

The Committee will inform you whether you are required to provide certain information or if you have a choice.

Keeping your information

The Committee will retain the information you give: whilst you are a Prospective Member / Member of the Choir *or* have indicated that you may wish to return and be retained on the Friends of Reading A440 Choir database *or* take a period of Sabbatical; for a period of time after the final rehearsal you attend as evidence of your previous consent; for tax / insurance purposes; if it is in the Committee's legitimate interest (e.g. to collect any outstanding fees); if the Committee is required by law to do so. Information will be stored on computer or in hard copy securely by Committee members. The database will be password protected.

Sharing your information

The Committee will not share your personal information with third parties other than as stated above, unless they have your express consent or are required by law to do so. Members are asked to consent to sharing their contact information with other Members in order to facilitate communication and lift-sharing. The Member database will be password protected and the password updated annually. Any Member not consenting would be excluded from the database, but this would then not enable them to receive vital information about rehearsals, music, concerts and events as most communications are sent via email. Members are also asked to consent to use the Member database with respect and only for matters directly related to the business of the Reading A440 Choir.

Requesting access to your personal data / the right to withdraw consent

Details of your information held by the Committee is available free of charge on request to the Data Controller (Pauline Williams, Pauline.williams@incite2action.co.uk). Response to requests would be within 14 days maximum.

If you no longer wish the Committee to hold certain information about you, please contact the Data Controller in writing (see below).

If you believe that any information the Committee is holding on you is out of date, incorrect or incomplete, please contact the Data Controller, Pauline Williams, as soon as possible in writing. The Data Controller will promptly update or correct any information found to be incorrect.

Who to contact: For any queries or concerns about the way your personal data is being collected or used by the Committee, please contact the Data Controller, Pauline Williams in the first instance (01344 427 848 / Pauline.williams@incite2action.co.uk)

Alternatively, if you have concerns you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>