

Cawthorne Choral Society Data Protection Statement

Purpose

The purpose of this statement is to summarise what happens with personal data held by the Society and is required in order to comply with the General Data Regulation (GDPR) legislation which came into force in May 2018.

Personal Data Sources

Members

Patrons

Musical Directors

Accompanists

Guest soloists

Other suppliers

Personal Data Held

Name

E mail address

Postal address

Phone number

Photographs

Where and how your data is collected, processed and stored

All personal details submitted to the Society are recorded:

- 1 On secure password protected computer files with anti-virus software as protection.
- 2 On paper which is stored in files in the homes of the Secretary and Treasurer. When not being used these files are securely stored.

We will only use this data with your consent and for choir administration, ie, the week to week running of the choir including rehearsals and concerts amongst Society officials and this data is not shared with any third parties.

Photographs may be used on various media including the Society website, but we will not use these photographs if you have expressly not consented to this. You may withdraw consent at any time on contacting the Secretary.

It is your responsibility to ensure that any changes to your personal details are communicated to us.

We will store this data for as long as you are a member, patron, or a paid supplier for only as long as is necessary. Depending upon your circumstances this maybe for a period of six years after your association with the Society has ended.

Your rights

You have the right to object to the way we use your personal data.

You may request a copy of your personal data that is held by the Society.

You have the right to correct your data and for us to erase your data.

In all these cases or if you have any questions or complaints about the use of your data please contact the Secretary who acts as the Society's Information Officer.

You may also contact the UK Information Commissioner's Office which regulates and enforces data protection law in the UK on www.ico.org.uk

Changes to this Data Protection Statement

We will amend this Statement from time to time to ensure it remains up to date and accurately reflects how and why we use your personal data and a copy will always be posted on our website.