

Charnwood Voices– Privacy notice

What is this guide for?

Whenever we need to collect any of your data, we will let you know at that point *why* we need to do so and *what* it will be used for, but this guide provides a useful overview of all of those situations and provides more detail on how we keep your data secure and up-to-date, how long we might hold it for, and what your rights are in relation to it.

Charnwood Voices is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulations (GDPR).

Who is responsible for data the group collects?

The two Membership Secretaries collect data relating to choir members. The Publicity Officer may collect data relating to concert attendees and people attending functions such as “Come and Sing”.

What data do we collect and what do we use it for?

Charnwood Voices collects data from individuals to help us plan, organise and run the day-to-day operations of the choir (e.g. co-ordinating rehearsals or collecting subscription payments) and to promote and market the choir’s activities.

Members: for administering membership

When you join *Charnwood Voices* as a member, or during your membership with us, we may need to collect some of the following information on you:

<ul style="list-style-type: none">• Name• Email address• Phone number• Address• Photos/video footage	<p>And for use on choir tours:</p> <ul style="list-style-type: none">• Emergency contact details• Medical information• Age/gender
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This data will be used by committee members to manage your membership with *Charnwood Voices* and to organise and run our activities.

If you give us your consent to do so, we may also use your contact details to send you promotional communications from the choir (eg concerts by other organizations that our members belong to).

Event attendees: for processing and managing tickets for events

Where our events are ticketed, we need to collect data on the person booking (name and email) in order to allow you access to the event and to send you a confirmation of your reservation/purchase. This data will only be used for administering your access to the event/s for which you have booked and will *not* be used to send you marketing/promotional messages from the choir.

Do we share your data with anyone else?

We will never pass your details on to third parties for marketing purposes.

Are there special measures for children's data?

Where we knowingly collect or store data of children under 18 we will ensure the person with parental responsibility for the child has seen the relevant information relating to the child's data or has given consent on behalf of the child.

How can you update your data?

You can contact us at any time at chairman@charnwoodvoices.org.uk to update or correct the data we hold on you.

How long we will hold your data?

The data retention policy of *Charnwood Voices* is to review all data held on individuals at least every two years and to remove data where we no longer have a legitimate reason to keep it.

Where you have withdrawn your consent for us to use your data for a particular purpose (e.g. unsubscribed from a mailing list) we may retain some of your data for up to two years in order to preserve a record of your consent having been withdrawn.

What rights do you have?

Under the GDPR, you have the following rights over your data and its use:

- The right to **be informed** about what data we are collecting on you and how we will use it
- The right of **access** - you can ask to see the data we hold on you
- The right to **rectification** - you can ask that we update or correct your data
- The right to **object** - you can ask that we stop using your data for a particular purpose
- The right to **erasure** - you can ask us to delete the data we hold on you
- The right to **restrict processing** - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated
- Though unlikely to apply to the data we hold and process on you, you also have rights related to **portability and automated decision making** (including profiling)

All requests related to your rights should be made to chairman@charnwoodvoices.org.uk. We will respond within one month.

You can find out more about your rights on the [Information Commission's Office website](#)

What will we do if anything changes?

If we make changes to our privacy statements or processes we will post the changes here. Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, will we will ask for your consent to continue processing your data after these changes are made.

Use of Cookies

The Charnwood Voices' website does not use cookies.