

Beaminster Singers Privacy Policy for Personal Data - Choir Members

General Data Protection Regulation (GDPR)

This regulation comes into force on the 25th May 2018 and applies to all organisations that collect and process data, including Beaminster Singers ("the Choir"). It is designed to give people more control over how their personal data is used. As far as the Choir is concerned the following outlines our "Privacy Policy"

1. the Choir holds the following data on members: name, address, email, telephone number(s).
2. This data is used for the administration of your membership, and communication of information. All email communication to choir members will be sent individually to protect data.
3. Personal data held is provided by members when they join.
4. The data is stored in a spreadsheet managed by the Choir Secretary. the Choir website does not contain any personal details.
5. Under GDPR the Choir does not have a statutory requirement to have a Data Protection Officer. A nominated trustee is responsible for ensuring that the Choir discharges its obligations under GDPR.
6. The data is accessible by the trustees in order to carry out their legitimate tasks, and by the person who is responsible for the Choir email facility, which is used to circulate information to choir members. The data is not accessible outside of the Choir.
7. the Choir collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation. To maintain your choir membership your name, address, email, and telephone number are required.
8. To check the information the choir holds about you please contact the Secretary. You can always ask for data to be removed, restricted, or rectified.
9. the Choir normally keeps members' data after they cease to be members in case they later wish to re-join, and so they can receive the Choir newsletters by email. However, we will delete any former members' contact details entirely, on their request.
10. The choir uses email for all contact with members, including contacting individuals personally.

Beaminster Singers Privacy Policy for Personal Data – Supporters

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1. The choir holds the following data on Supporters: name, address, email address, telephone number(s).
2. The choir holds the following data on individuals who attend events such as Come and Sing days: name, email address, telephone number(s).
3. This data is used for communication of information about events. All email communication is sent individually to protect data.
4. Personal data provided by individuals when they sign up for events or buy tickets.
5. The data is stored in secure spreadsheets managed by trustees. The choir website does not contain any personal details.
7. Under GDPR the choir does not have a statutory requirement to have a Data Protection Officer. A nominated trustee is responsible for ensuring that the Choir discharges its obligations under GDPR.
8. The data is accessible by the trustees in order to carry out their legitimate tasks, and by the person who is responsible for the Choir email facility, which is used to circulate information to Friends, Choir Supporters, Other Choir Contacts and Magazine Contacts.
9. To check the information the choir holds about you please contact the Secretary. You can always ask for data to be removed, restricted, or rectified.