

Privacy Policy – how we handle your private data

Introduction

This document has been compiled to explain how Henley Choral Society (hereafter known as HCS) treats your personal information and how to check what details HCS holds about you. It is written in accordance with GDPR regulation.

Roles and Responsibilities

All members of HCS have a responsibility to note and adhere to this policy. Everyone who has access to HCS data has a responsibility to ensure that they observe to this policy.

The HCS Secretary will act as Data Controller

HCS personal information charter

To fulfil our statutory role we are required to collect and process personal data. This policy sets out what you can expect from HCS in respect of personal data we collect and/or may receive about you.

When we ask for your personal data we will:

- explain why we need it
- only ask for what we need
- make sure it is protected
- not keep it for longer than we need
- only require, hold or share it with others in accordance with the law

In respect of your personal data we expect any data which you give us to be truthful, accurate and up-to-date. HCS also expects all choir members and musicians to inform the Secretary or relevant Voice Rep of any changes to personal data.

If you want to know what personal data of yours we hold, you can email our Data Controller at secretary@henleychoralsociety.org.uk

How we use your personal information

The HCS privacy notice tells you how we will handle personal data we may collect or receive about you.

1. Members of the Henley Choral Society, Musicians, Friends, Sponsors & Contractors

Information we may collect from you and/or receive about you

The need to collect personal data will arise in regard to many types of communication between you and HCS. The type of personal data we may collect from you varies according to the nature of the activity we may be involved in.

Information we collect from you, and/or receive about you, may include information required to sing as a member of the choir, help out at various social or fund raising functions, take up a position as a Committee Member or Trustee, act as a sponsor and/or Friend of HCS, provide professional musical services, the hiring of outsourced services and facilities.

At all times personal data will be collected for specified, explicit and legitimate purposes

Here are some examples of the types of personal data we may collect and/or receive during the normal course of organising how the choir functions and operates are:

- name
- date of birth
- contact details - email, home address, telephone numbers
- visual images (photos at concerts/workshop/social events)
- references from previous/current employees
- bank account reference details

2. Choir Members, musicians, Friends, suppliers, contractors and users of our digital services, social media.

We may contact you, using the personal data you have provided, to notify you of changes to HCS, to promote concerts, social events or other choir related functions in furtherance of our objective of providing high quality choral performances or ensuring compliance with the trustees' and charity's legal obligations and facilitating better administration of our charity.

We disseminate regular communications using email and other digital addresses, in response to ways you have accessed information from HCS including:-

- visits to the HCS website
- on-line purchase of concert tickets
- through the choir member application process
- providing professional musical services, venue hire, bought in services
- annual subscription, music tours
- through attendance of concerts, workshops, bring and sing events, various meeting in the pursuance of fund raising/sponsorship and acting as a supplier/contractor to HCS

In respect of newsletters, web access and other digital media, we may gather statistics around email opening and clicks using industry standard technologies, to help us monitor and improve our services.

3. Updating of and provision of information

We ensure that any personal data collected and stored is accurate and kept up to date. This is kept in a format which permits identification of data subjects for no longer than is necessary.

As an example those contacts who had a past connection to HCS either as a singer, lapsed Friend, musician, sponsor, supplier or contractor will have their personal data permanently deleted from HCS records unless the person has positively opted in, and requested for their personal data to be retained.

For those members of Henley Youth Choir who are under the age of 16, we will ask the parent/guardian to complete the Form of Consent when providing information about the child.

4. Use of your personal data

There are circumstances where we may disclose your personal data, but we will only ever do so in accordance with the law. The circumstances where we will share your personal data are:

- a. In order that we can properly carry out our charitable objectives, functions and duties.
- b. When we are required to do so by law.
- c. To undertake data analysis and/or to improve the accuracy of our records.
- d. HCS will process all personal data in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing, accidental loss, destruction or damage
- e. Under no circumstances will HCS sell the personal data of members of HCS or others associated with the choir as itemised under section 1.

5. Information we receive from other sources

We may combine personal data from other sources with personal data you have provided to us. We may use this information and the combined information for the purposes set out in section 4.

We will ensure that any such disclosure and use is proportionate, considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act 1998.

6. What we will do if there is a breach in data

We shall take all efforts to keep your data safe. If there should be a breach of data, the HCS Data Controller will be informed immediately of the data breach and take the following actions:

- Mitigate the breach to minimize any damage to the individuals (e.g. ask for data to be deleted and confirmation of the same).
- With the other Trustees, the HCS Data Controller will determine if this is a high risk data breach that should be reported to the Information Commissioners Office.
- With the other Trustees, the HCS data controller will determine whether those parties whose data has been breached should be informed of the breach and the possible risks.
- Take action to prevent such a data breach occurring again.

7. Your right of access to the personal data we collect or receive

We are committed to being as open and transparent as possible when handling your personal data and in giving you access to the personal data we may hold on you. Contact the Data Controller at secretary@henleychoralsociety.org.uk to access the personal data we hold about you. Unless the Data Protection Act itself provides an exemption from disclosure or reason not to disclose, if we do hold information about you, we will:

- tell you what the personal data is
- tell you why we hold it
- provide you with a copy of the information

HCS strives to attain the highest standards when collecting and using personal data. We take any complaints we receive about this very seriously and we encourage individuals to contact us if they think either our collection or use of personal data is unfair, unlawful, misleading or inappropriate. We also welcome any suggestions for improving our procedures.

Our privacy notice is drafted to be as succinct and transparent as possible. If you require further information please contact the Data Controller (HCS Secretary) at secretary@henleychoralsociety.org.uk