

## **Brockham Choral Society**

### **Data Protection Privacy Policy**

The Society has adopted a Privacy Policy under the General Data Protection Regulation 2018; this is set out below.

Information on Members of the Society is held by Officers and Committee Members of Brockham Choral Society (BCS) for the purposes of administering the business of the Society (for example, membership subscriptions). Information may also be used to provide members with promotional material on choir events, subject to their consent. BCS will endeavour to keep information safe and secure.

The Choir Secretary is responsible for administering the provisions of the Regulation. Questions relating to the collection or use of information should be directed to the Secretary.

Information held is restricted to names, addresses, phone numbers, and emails, as well as temporary records on rehearsal attendance and monies paid.

Members have the right to know what information is held and why. If a member requests it, BCS will provide them with details of all information held about them, in writing, within one month of the request. Any incorrect information will be corrected within 30 days of the error being notified.

BCS will keep information accurate and, where necessary, update it. Any information held on a member will be deleted once that member permanently leaves the choir, unless there is a lawful reason to keep and use that information for legitimate interests or contractual obligation, or there is a legal requirement to keep information (for example, for Gift Aid claims).

BCS may send members occasional emails, AGM documents and newsletters about choir activities, and also (with their consent) emails promoting events including concerts and social events.

BCS may communicate with members by letter, email, or telephone.

Group emails are sent as blind copies so that other recipients cannot see each others' email addresses.

No information will be provided to third parties without members' consent.

If members pay their subscriptions via bank transfer, BCS does not have access to information about their banking details.

Information collected as a result of online ticket sales will be used solely for the purpose of sending out tickets.