

Privacy Policy for Member of Three Rivers Community Choir

This privacy policy sets out the way we process your personal data and we've created this privacy policy to make sure you are aware of how we use your data as a member of Three Rivers Community Choir

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Three Rivers Community Choir ("3RCC") % Brenda Softley(secretary)6 Turnpike Road Newbury Berkshire RG14 2NA

How we collect your information

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you fill in an application for membership, when you make enquiries on our website, or when you interact with us during your time as a member of 3RCC in various other ways (for example, where you sing in a performance, renew your membership, sign up for a course or social event);
- From someone else who has applied for membership on your behalf (for example a family member who has provided us with your contact details for that purpose);
- From the National Association of Choirs (which for example may pass on your details to us in connection with a complaint or query you have raised about 3RCC).

The types of information we collect

We may collect the following types of personal data about you:

- Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you);
- Financial information.
- Certain other information which you volunteer to 3RCC when in contact with us or when attending rehearsals or other events.

We may also collect data about your health or medical conditions, where you have volunteered this, for example so that we can cater for you when you attend a venue social event or a course.

How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- Administration of your membership, including informing you about any events and taking payment of membership fees;
- Fulfilment of requests you may make, for example for event tickets or course attendance ;
- Research and statistical analysis about 3RCC membership and attendance;
- Communication about our activities that we think may be of interest to you;

- Storing your details (on a Google spreadsheet that we use for our online member management database) where this is necessary for our legitimate interests (for example in managing any facilities we may offer and participation in 3RCC events generally);
- Promoting 3RCC or third parties (for example the organisers of events) where we think this will be of interest to you, where this is necessary for our legitimate interests (or the legitimate interests of a third party), and/or where we have your consent, as applicable.

Your marketing preferences

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our obligations to you as a member of 3RCC. Examples of these essential service communications are:

- Records that may be required of transactions such as payment receipts (as applicable).
- Membership related mailings such as your membership renewal reminder (if any), notices of rehearsals and social events and information about venues and rehearsal dates

Sharing your information with others

We do not sell or share your personal data for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared only with, where necessary, our committee members for the time being and solely for the purposes of administering your membership and enabling you to participate in performances, social events and any courses 3RCC may offer to organise.

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you remain a member of 3RCC and for a period of six years after your last interaction with us (for any accounting, tax reporting and record-keeping purposes).

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you

want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.

- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Contact and complaints

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact Caroline Snowdon on csnowdon2@gmail.com

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: www.ico.org.uk.