



## **Data Protection Policy**

Every organisation holding personal data must be compliant with the General Data Protection Regulations of May 2018.

Bedford Modern Singers holds listings of personal data:

- 1) Members of Bedford Modern Singers – singer members
- 2) Previous Members of Bedford Modern Singers – Previous Members who want to be kept informed of what is going on with the choir.

Bedford Modern Singers Committee are therefore formally advising you about the information which we hold on each of these lists, and the use which we will make of this information.

Data will not be passed to any party, unless authorised by the individual(s) concerned.

### **BCS Members Database**

We hold: your name and email address.

What we use the information for:

- Emails concerning any Bedford Modern Singers related matters including rehearsals, music hire, events within the choir and information about other musical events in the Bedford and Milton Keynes area.
- Production of registers, for attendance, auditions, music hire lists, subscription lists, ticket sale lists and labels.

If a member asks for their information to be removed from the email list, then we will delete their name and email address.

On the death of a member, their information is removed from the email list, then we will delete their name and email address.



|                      |                                |
|----------------------|--------------------------------|
| Version Number       | 1                              |
| Written By:          | Ellen Shepherd                 |
| Ratified By:         |                                |
| Date Ratified:       |                                |
| Date of Next Review: | 1 <sup>st</sup> September 2025 |