

Data Protection Policy

Pendle Ladies' Choir

1. Your personal data – what is it?

Pendle Ladies' Choir needs to collect personal information about individuals, including choir members, leaders, supporters, audience members and other individuals. The processing of this personal data is governed by the General Data Protection Regulation (the "GDPR"). This policy explains how data should be collected, processed and used in a way that follows good practice and complies with data protection law. It aims to protect the rights of members and supporters and to minimise the risk of a data breach. It applies to all personal data held by the choir.

2. How do we process your personal data?

The choir will follow the key principles of data protection:

1. To process personal data fairly and lawfully

- We have an appropriate basis for collecting the information
- We will only handle people's data in ways they would reasonably expect
- We do not deceive or mislead people when we collect the personal data

2. To only use data for specified purposes

Your personal data will only be used for the following purposes: -

- To enable us to carry out public performances by sending information about rehearsal and concert schedules;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events and activities of Pendle Ladies' Choir

3. To ensure data collected is not excessive

We will not collect and hold more data than is required for its intended legitimate purpose

4. To ensure data is accurate and up to date

- The secretary will keep a list of the types of data we hold
- The choir will ask people whose personal information it holds to ensure their data is updated as appropriate
- People can request to see data about them stored by the choir, and can request that inaccurate details are updated

5. To ensure we do not keep data longer than necessary

We keep data for as long as a choir member (or former member) consents for us to do so.

Specifically, we retain registration data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and choir registers for up to 5 years.

6. To ensure data we hold is kept secure

- Electronic data will be held within a secure, password-protected environment. Physical records will be stored safely and not shared with third parties.
 - Access to data will only be given to relevant trustees where necessary for the running of the choir.
 - We will only share your data with third parties with your consent.
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3. Who is responsible?

Everyone who has access to personal data as part of the choir has a responsibility to adhere to this policy. The Data Controllers for the choir are the Chair and the Secretary. The trustees are responsible for determining what data is collected and why, and how it will be used. The Secretary is custodian of the data and deals with day-to-day operational issues.

4. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Pendle Ladies' choir holds about you;
 - The right to request that the Pendle Ladies' choir corrects any personal data if it is found to be inaccurate or out of date;
 - The right to request your personal data is erased where it is no longer necessary for the Pendle Ladies' choir to retain such data;
 - The right to withdraw your consent to the processing at any time
 - The right to lodge a complaint with the Information Commissioners Office.
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5. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

6. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Pendle Ladies' choir at 07792 787176 or pendleladies@hallscroft.co.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.