

## **Scunthorpe and District Choral Society**

### **Data Protection and Privacy Policy**

Scunthorpe and District Choral Society will observe its obligations under the General Data Protection Regulations. We will not disclose personal information about a member or friend to anyone except as set out in this policy or required by law.

To facilitate effective management of the society and organisation of events, it is necessary for the society to collect and hold the following personal information relating to members. Items with an asterisk (\*) will also be collected and held for Friends:

- Name\*
- Address, including post code\*
- Telephone number\*
- Email address\*
- Voice part
- Height
- Specific requirements (e.g. accessibility)
- Emergency contact name and telephone number
- Such details as are required for the society to reclaim gift aid on donations, if applicable\*

The Membership Secretary will act as the data controller for information collected from members. The Friends 'Secretary will act as the data controller for information collected from Friends. Information will only be disclosed to others as required for the effective running of the society. The Chair, Treasurer, Assistant Treasurer and General Secretary may access all data relating to members. Other members of the committee may be given access to names, contact details including emergency contacts, voice parts, and height when required for specified purposes.

Members and Friends will from time-to-time be requested to confirm or update their personal details. Expired data and data belonging to former members or Friends will be deleted when it is no longer required.

#### **Use of Electronic Mail for Direct Marketing**

Direct marketing is only to be used to further one or more of the society's charitable purposes.

Contact details of the recipient of electronic mail may only be held if the individual has expressed an interest or has offered to provide support to meet the society's purposes.

The recipients must be given a simple means of refusing the use of their contact details for the purposes of direct marketing by the society

This policy will be reviewed every two years.

Signed

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A Godfrey (Chair)

Date: 26 January 2026