



## Epsom Choral Society (ECS) – Privacy notice

### What is this guide for?

Whenever we need to collect any of your data, we will let you know at that point why we need to do so and what it will be used for, but this guide provides a useful overview of all of those situations and provides more detail on how we keep your data secure and up to date, how long we might hold it for, and what your rights are in relation to it.

ECS is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulations (GDPR).

### Who's responsible for data the group collects?

ECS is a Data Controller under the GDPR. ECS is not required to appoint a Data Protection Officer. If you have any queries regarding ECS's Data Protection Policy, or your personal data that we may hold, please contact the [Membership Secretary](mailto:membership@epsomchoral.org.uk) at [membership@epsomchoral.org.uk](mailto:membership@epsomchoral.org.uk).

### What data do we collect and what do we use it for?

ECS collects data from individuals to help us plan, organise and run the day-to-day operations of the group (e.g. co-ordinating rehearsals or collecting subscription payments) and to promote and market the group's activities (e.g. marketing mailing lists and photography/video capture).

### Members: for administering membership

When you join ECS as a member, or during your membership with us, we may need to collect some of the following information on you:

<ul style="list-style-type: none"><li>• Name</li><li>• Email address</li><li>• Phone number</li><li>• Address</li></ul>	<ul style="list-style-type: none"><li>• Gift Aid Declarations</li><li>• Group photos</li><li>• Bank account details (only if you regularly incur expenses on behalf of the society and you provide them to us so that we can reimburse you.)</li></ul>
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This data will be used by committee members to manage your membership with ECS and to organise and run our activities.

This includes sending out a weekly bulletin summarising the last rehearsal and any notices that were given out, and also any notes relevant for the next rehearsal, concert or other choir events, etc.

The bulletin may also include publicity information from other similar organisations, who reciprocate by publicising our concerts to their members. We will not otherwise send you marketing or publicity information from other organisations.

If you do not wish to receive the weekly bulletin, please contact the [Membership Secretary](mailto:membership@epsomchoral.org.uk) at [membership@epsomchoral.org.uk](mailto:membership@epsomchoral.org.uk). Note that should you decide not to receive the bulletin, you may not get important information relating to rehearsals, concert etc. if you were not at the rehearsal where these announcements were made.

### **Event attendees: for processing and managing tickets for events**

Where our events are ticketed, we need to collect data on the person booking (name, address and email) in order to allow you access to the event and to send you a confirmation of your reservation/purchase.

Where you purchase tickets through our website, our payment processor, PayPal, provides us with this information as described in their [Privacy Policy](#).

This data will only be used for administering your access to the event/s for which you have booked and will *not* be used to send you marketing/promotional messages from the group unless you have also provided your consent to receive these (see below).

### **Professionals, freelancers and contractors: for administration, payment and legal/regulatory purposes**

When you agree to provide paid-for services to the Society, we will need your contact and bank details so that we may co-ordinate the services you provide and pay your fees. In this case, we rely on you to notify us of any changes to this information.

If you cease providing us with paid-for services, we will normally delete your personal information unless we need to retain it for legal/regulatory reasons, e.g. for tax reporting purposes. In this case we will retain your information only as long as we are legally required to do so.

We may also need (for administration or for legal/regulatory reasons) to collect other personal or sensitive data on employees or contractors of the group. Where this is the case, we will explain what this is for at the point of collection.

### **Friends of the Society**

When you elect to become a Friend of the Society, we will ask you to provide us with contact information (address, e-mail address) so that we can keep you informed of concerts events the Society organizes.

We will *only* send you information that is related to the group (e.g. we will *not* use your data to send you marketing messages from 3<sup>rd</sup> parties).

Anything we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also do so at any time by informing the [Membership Secretary](mailto:membership@epsomchoral.org.uk) at [membership@epsomchoral.org.uk](mailto:membership@epsomchoral.org.uk).

## **Mailing list subscribers: for marketing and promotion**

We offer everybody the opportunity to sign up (consent) to receive marketing and promotional information on the group's activities (e.g. emails about forthcoming events).

When you sign-up to our marketing mailing list we will ask for your name and email address and will use this data to send you information about our events and activities (e.g. forthcoming performances, social events and fundraising events). We may also ask for your preferred topics and communication methods. These allow us to tailor the information we provide to suit your preferences (e.g. email vs post).

We will *only* send you information that is related to the group (e.g. we will *not* use your data to send you marketing messages from 3<sup>rd</sup> parties).

Anything we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also do so at any time by informing the [Membership Secretary](mailto:membership@epsomchoral.org.uk) at [membership@epsomchoral.org.uk](mailto:membership@epsomchoral.org.uk).

## **Website visitors: for running and improving our website**

We do not currently use cookie technology on our website.

### **Do we share your data with anyone else?**

We will never pass your details on to third parties for marketing purposes.

We sometimes use third party services to process your data (e.g. MailChimp). We will always make sure any third parties we use are reputable, secure, and process your data in accordance with your rights under GDPR.

### **Are there special measures for children's data?**

We do not knowingly collect or store any personal data about children under the age of 13.

How can you update your data?

You can contact the [Membership Secretary](mailto:membership@epsomchoral.org.uk) at [membership@epsomchoral.org.uk](mailto:membership@epsomchoral.org.uk) at any time to update or correct the data we hold on you.

### **How long will we hold your data?**

The ECS data retention policy is to review all data held on individuals at least every two years and remove data where we no longer have a legitimate reason to keep it.

Where you have withdrawn your consent for us to use your data for a particular purpose (e.g. unsubscribed from a mailing list) we may retain some of your data for up to two years in order to preserve a record of your consent having been withdrawn.

## What rights do you have?

Under the GDPR, you have the following rights over your data and its use:

- The right **to be informed** about what data we are collecting on you and how we will use it
- The right of **access** - you can ask to see the data we hold on you
- The right to **rectification** - you can ask that we update or correct your data
- The right to **object** - you can ask that we stop using your data for a particular purpose
- The right to **erasure** - you can ask us to delete the data we hold on you
- The right to **restrict processing** - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated

Though unlikely to apply to the data we hold and process on you, you also have rights related to **portability and automated decision making** (including profiling)

All requests related to your rights should be made to the [Membership Secretary](mailto:membership@epsomchoral.org.uk) at membership@epsomchoral.org.uk. We will respond within one month.

You can find out more about your rights on the [Information Commission's Office website](#)

## What will we do if anything changes?

If we make changes to our privacy statements or processes we will post the changes here. Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, we will ask for your consent to continue processing your data after these changes are made.