

St Helens Singers: Privacy Policy.

1. Introduction

The General Data Protection Regulations 2018 (GDPR) replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection in relation to how their personal data is used by organisations.

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the GDPR.

Any information you provide will be used and held in accordance with the GDPR 2018. We will do all we can to protect your privacy and to make sure any personal information you share with us is stored securely.

2. What data do we collect?

The St Helens Singers Committee is the Data Controller. This means that the Committee will decide how your personal data is processed and for what purposes. The Committee can be contacted via the Society Secretary whose details can be found below.

The data that we routinely collect includes a member's title, name, address, email address, and telephone numbers. This is collected directly from members when they join or renew their membership with St Helens Singers.

From time to time and with your permission, we take cast photographs to promote our performances and activities to the general public

Contact information (name and email address) derived from enquiries about membership, events etc is obtained periodically via the web site. This information is used only to follow up the enquiry and is not routinely stored at this point.

3. How do we process your personal data?

In compliance with the requirements of the GDPR, we process your personal data by not collecting or retaining excessive amounts of data, by storing it securely, by keeping it up to date, by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data held on computers or mobile phones. The data is held by the Society Secretary, Treasurer and by the Publicity Secretary.

Personally identifiable data is expected to be handled with care and consideration in line with GDPR by all committee members, general members and third parties who come into contact with it and it should be secured and used only in line with its agreed purposes. In the event of a data breach, the St Helens Singers committee will investigate the causes, inform individuals affected, provide them with appropriate information and will actively seek to prevent further occurrences in the future,

Once a year a portion of a committee meeting will be dedicated to

- Reviewing the principles of GDPR compliance
- Reviewing any changes to the Society and its processes and whether this has an impact on data protection and GDPR
- Assessing and providing the necessary training associated with protecting and managing individual's data in line with GDPR requirements. Training can however, be requested at any time by individuals.

4. How do we use your personal data?

Your personal data is used for the following purposes:-

- To administer membership records
- To administer subscriptions and other relevant accounts and records
- To inform you about news, events, activities and performances
- To fundraise and promote the interests of the society
- To inform members about rehearsals and auditions
- To send greetings cards including get well or sympathy cards

5. Sharing your personal data

Your personal data will be treated as confidential and will only be shared with other members of society or for purposes in connection with the society in accordance with the permissions you have given. We will only share your data with third parties outside of the society with your explicit consent.

6. How long do we keep your data?

We keep data for no longer than reasonably necessary to undertake activities listed in section 4 and for a maximum of 6 years (in line with HMRC Tax Law) after the last contact with us. However, you may request that your contact details are deleted from our records at any time. We will ensure all data we hold is routinely cleansed every 2 years as a minimum.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights in relation to your personal data:

- The right to request a copy of your personal data which St Helens Singers holds about you
- The right to request that St Helens Singers corrects any personal data if it is found to be inaccurate or out of date

- The right to request that your personal data is erased where it is no longer necessary for St Helens Singers to retain that data
- The right to withdraw your consent to the processing of your data at any time
- The right to request that the data controller (Committee) provide the data subject (you) with your personal data and where possible to transmit that data directly to another data controller (known as the 'Right to data portability')
- The right, where there is a dispute in relation to the accuracy or processing of your personal data to request a restriction is placed on further processing
- The right to object to the processing of personal data. If you choose not to provide personal information for us to process, St Helens Singers would be unable to provide specific services- e.g. provide membership services, include you in publicity about events/concerts etc or send you emails about upcoming events etc.
- The right to lodge a complaint to the Information Commissioners Office

8. 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.

9. Contact Details

To exercise all relevant rights, queries or complaints please contact in the first instance, the St Helens Singers Secretary, Marie Holden at:

Email: theholdens86@outlook.com

Tel 07857 677844 (Mobile) 01744 612485