

Emsworth Village Voices' Privacy Policy May 2018

1. Introduction.

The Emsworth Village Voices Choir is committed to ensuring that personal data collected from its members is kept securely and is processed in compliance with the General Data Protection Regulation 2018.

2. What Personal Information is collected?

Name
Home address
E-mail address
Telephone number

3. How is the Information Collected?

All the information is collected directly from members when they join Village Voices. Each member completes and signs a membership form which gives Village Voices permission to store and use that data. Members' consent is required to ensure compliance with data protection legislation.

4. How is the Information Used?

- a. For administration, planning and management of Village Voices.
- b. To communicate with members of Village Voices.

Village Voices sends its members information by email, through the website, by telephone or by post.

- c. When using emails to contact members every effort will be made to ensure that they are sent using BCC.

5. Who is the Information Shared With?

The information provided by members of Village Voices is only used by members of the committee to administer the choir efficiently. It is not shared with anyone outside the committee.

6. How Long is the Information Kept?

Personal information is kept only whilst members are in the choir or on the waiting list. On resignation, or on leaving the choir for any reason, the information is deleted.

7. How to Update or Correct Your Information.

To update or correct personal information, members should inform Village Voices' Membership Secretary by phone, email or a letter. Members have the right to:

To see a copy of their data.

To object to the way the data is stored or used that might cause them distress or damage.

To have inaccurate data corrected.

To seek compensation for any loss or damage suffered as a direct result of Village Voices failing to abide by the General Data Protection Regulation 2018.

8. How is Information Stored.

The information is held by the Membership Secretary on his/her computer secured behind a password. If it is necessary to pass any information to other members of the committee, it is held securely behind their password and, unless required for further use (i.e. email addresses to contact members), it is deleted.

9. Availability of and Changes to the Policy.

All members will receive a copy of this policy and they will be informed of any changes as they occur.

10. Contact.

If any member of Village Voices has any queries about Data Privacy they should contact the Membership Secretary who is responsible for Data Privacy.