



## WESTBURY AND DISTRICT CHORAL SOCIETY

*MEMBER OF MAKING MUSIC, THE NATIONAL FEDERATION OF MUSIC SOCIETIES  
REGISTERED CHARITY NO. 1028041*

### PRIVACY NOTICE

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#### 1. INTRODUCTION

Westbury & District Choral Society (Westbury Choral) is required to be compliant with the General Data Protection Regulations (GDPR). This Privacy Notice explains what Personal Data Westbury Choral stores, how it uses that information and what rights members have.

#### 2. MEMBERSHIP INFORMATION

Westbury Choral stores and uses Personal Data (see Section 5 of this document) solely for the purposes of legitimate use and administration of:

- a. Management of Westbury Choral (Contacts, Subscriptions, Delivery of information from the Committee, Newsletters, Safeguarding and Fundraising);
- b. Organising events (Concerts, Engagements, Meetings and Social Gatherings).
- c. Management of equipment, uniforms and music.

Personal Data will not be shared with any other third parties without written permission from the individuals affected. Members are required to confirm agreement that Westbury Choral is authorised to:

- a. Store their Personal Data;
- b. Maintain a soft/electronic copy of Personal Data in a secure manner. This soft/ electronic copy will be updated periodically throughout the membership year with the Personal Data of new members and, for example, with new contact details for existing members.

Westbury Choral will collect Personal Data from new members on joining. All members will be asked to confirm agreement that their Personal Data can be stored at the time of joining.

#### 3. MEMBERSHIP DATABASE

Westbury Choral stores Personal Data in a password protected file and on Westbury Choral's email account. The file is only accessible to specifically named personnel of Westbury Choral:

- a. Membership Coordinator;
- b. Secretary;
- c. Musical Director;
- d. Safeguarding Officer(s).

A hard copy of some Personal Data may be used for the purposes of data collection, register keeping and/or music issue, which is held securely when not in use.

#### 4. FINANCIAL DATA

Members' Financial Data is not required to be provided for Membership Renewal. Stored Financial Data is used solely for the administration of Westbury Choral for purposes of reimbursing members for expenditure on behalf of Westbury Choral (e.g. fees, miscellaneous purchases and agreed costs). Financial data is stored securely in Westbury Choral bank's online list of Payees governed by their policy and is only available to the:

- a. Treasurer;
- b. Chairperson.

If payments are made to Westbury Choral via bank transfer, names may appear on bank statements, seen only by the Treasurer and Accountant. These are deleted/shredded after six years.

The Treasurer holds records of Gift Aid declarations. These are kept securely and only the Treasurer and Accountant have access to these. The Treasurer also holds Committee personal data as necessary for compliance with the Charity Commission.

#### 5. PERSONAL DATA

##### Definition and use

Personal Data means data that is subject to GDPR. A full list of Personal Data currently held by Westbury Choral is as follows:

- a. Name(s) of member;
- b. Full Home Address;
- c. Email Address;
- d. Telephone Contact Number (Home, Mobile);
- e. Emergency Contact Name and Telephone Contact Number;
- f. Parent / Carer Name and Telephone Contact Number (required for all members aged 16 and under);
- g. Date of Birth (required for all members aged 16 and under);
- h. Medical issues / additional needs (required for all members aged 16 and under)
- i. Consent that Westbury Choral may store and use personal data as defined in Westbury Choral Privacy Notice;
- j. Consent that Westbury Choral may use photo and videography taken for choir documentation and publicity purposes;
- k. Consent that Westbury Choral may send marketing emails regarding workshops and concerts hosted by other local choirs, or other marketing information that may be of interest.
- l. Signed acceptance of the Safeguarding Policy.

Westbury Choral may use names and email addresses to enable access to rehearsal files from an external provider. Their Privacy Policy can be found at <https://johnfletchermusic.org/privacy-policy/>. This Personal Data is only accessible via a password-protected account on this website, which can only be accessed by:

- a. Membership Coordinator;
- b. Secretary;
- c. Chairperson;
- d. Musical Director;
- e. Relevant personnel from the website, as indicated in their Privacy Policy.

This is an opt-in service and Westbury Choral members will be contacted if this service is available, in order to give their consent.

## **6. LEGACY DATA**

If a member resigns or leaves Westbury Choral for any reason, their Personal Data will be kept for up to six months before being removed from file, with the exception of their name and contact details which will be retained for archive purposes and marketing of future events (subject to agreement).

## **7. YOUR RIGHTS**

Members have the right, at any time, to see the information that Westbury Choral holds on them. A request should be made in writing to the Secretary. A member has the right to complain to the Information Commissioner's Office (ICO) if they believe there is a problem with Westbury Choral's handling of their data, which cannot be resolved directly. Details of the ICO are at <https://ico.org.uk/>

## **8. ASSOCIATED CONSENT FORM**

This document should be read in conjunction with Westbury Choral's Membership Form.