

## DATA PRIVACY NOTICE

### The Burford Singers (the Choir), Burford, Oxfordshire

#### 1. Your personal data – what is it?

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 General Data Protection Regulation (the "GDPR").

#### 2. Who are we?

The Chairman of the Trustees of the Burford Singers is the data controller (contact details at section 9 below). The data controller will take advice from other Trustees (and professional advisors, where appropriate) and ensure a collective decision is achieved as to how your personal data is processed and for what purposes.

#### 3. How do we process your personal data?

The Burford Singers complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; 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.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public as specified in our constitution;
- To administer membership records;
- To raise funds and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of Gift Aid applications);
- To inform you of news, events, activities managed by the Choir or considered to be of interest to the members and supporters.

#### 4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your Gift Aid donations and keep you informed about events which may be of interest.
- Processing is necessary for carrying out obligations under employment, social protection law, or contractual agreement;

#### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Choir in order to carry out a service to members or for purposes connected with the Choir.

We will only share your data with third parties outside of the Choir with your consent.

## **6. How long do we keep your personal data?**

We keep data in accordance with the following guidelines:

- membership data while it is still current and for up to 2 years after the end of a Choir Year (August to July) during which a membership has terminated in accordance with Choir rules;
- Gift Aid declarations and associated paperwork for up to 7 years after the calendar year to which they relate;
- membership of email lists until a member of the list notifies us they no longer wish to be on the list or fails to respond to an updated consent request
- Online ticket purchase system (TicketSource): 2 years after most recent purchase.

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Choir holds about you;
- The right to request that the Choir corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Choir to retain such data;
- The right to withdraw your consent to the processing at any time
- 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 applicable;
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Security Policy**

We take reasonable and appropriate measures to protect personal information, taking account of the risks involved in the processing and the nature of the personal information we hold. If a security breach causes an unauthorised intrusion into our systems that materially affects you, then we will notify you as soon as possible and later report the action we took in response.

## **9. 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 in the first instance contact the Choir Secretary at [secretary@burfordsingers.org.uk](mailto:secretary@burfordsingers.org.uk) or through the contact form on our web site ([www.burfordsingers.org.uk](http://www.burfordsingers.org.uk))

The Data Controller can be contacted at [chairman@burfordsingers.org.uk](mailto:chairman@burfordsingers.org.uk) .

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/for-the-public> .