

# Hereford Choral Society – Privacy Notice

## **Introduction**

Hereford Choral Society has as its objective the education of the public by presenting concerts of choral music, the dissemination of information about singing and concerts to members and having a Friends' organisation.

Equally, we are committed to respecting your privacy. This notice is for current and past members as well as musicians engaged by us, supporters and those attending our events. It tells you about how we collect, use and share your personal data. Our registered charity number is 508140 in England and Wales. Hereford Choral Society is the data controller of the data we collect from you for the purposes of data protection law.

## **What information is being collected?**

In order to function, Hereford Choral Society (The Society) needs to collect information from you. We will only collect it where lawful and where it is necessary for the legitimate purposes of the Society. When collecting it, we will always explain why we need to.

Information may be collected from Members, Friends, Patrons, volunteers, supporters, business contacts and other people the Society has a relationship with or needs to contact.

### Members:

When you first join the Society, we collect your name, contact details (email address, phone and postal address and voice part). We collect and process member information for legitimate interest purposes so that we can administer your membership and provide you with information about rehearsals, concerts and other musical events. We also collect payment history ('subs') information for membership administration purposes. We do not obtain any information about you from third parties unless we have your specific consent.

We may receive information from you about your health, eg if you can't make rehearsals. This is not stored but may be shared between members of the Committee and Voice Reps unless you request otherwise.

For new auditionees we collect your name, email, phone number and voice part for the purposes of administering auditions and letting you know about the outcome of your audition.

If You are under 18 we will seek consent from your parent or legal guardian for the information about you which we store, process or share.

### Supporters:

If you support the Society and consent to communications (eg by signing up to email updates) for the purposes of letting you know about activities related to the Society and related music events in the area.

### Ticket purchasers:

Data you provide for the purpose of booking tickets for our events is held by our ticketing agent (The Courtyard) and for more information on how they look after your data, please see their website <https://www.courtyard.org.uk/>

### Friends and Patrons:

We collect your name, email, phone number, address and payment details for the legitimate interest purpose of administering our service to you as well as providing information about the Society.

You may be photographed during Friends' or Patrons' events. You will have the right not to appear in any publication which may feature such photographs.

#### Musicians:

We may collect your name, contact details and musical speciality so that we can contact you if we have a musical requirement for one of our events or to enable the performance of a contract.

#### Committee members, business contacts and volunteers:

Names and contact details (as well as information relating to our involvement with you such as advertising or sponsorship agreements) will be collected when you take up a position or are engaged by the Society for our legitimate purposes, eg to contact them regarding Society administration related to your role, or for the performance of a contract in the case of some business contacts.

When visiting our website we may collect an automatically populated IP address to help manage the website.

#### **How will the information be used?**

##### Members:

We use your information to administer your membership eg processing subscription payments. We will use your email address to send you membership related information (eg weekly rehearsal announcements, information about upcoming concerts and workshops) as well as other music related information from time to time. If you do not wish to receive this information, you can reply to the email asking to be removed from the list or contact us via the 'Contact' page on our website.

We will use your name in the Chorus listing for concert programmes.

If you have provided an email address, you can use this to login to the Chorus area of the Society's website.

We may occasionally contact you by phone or post for matters relating to your membership. If you do not wish to be contacted via these methods, please let our Membership Secretary know.

You may appear in photographs or videos, for example as part of promoting the Society, unless you specifically ask not to be included.

##### Supporters:

Where you have consented, the Society will use your email address to provide occasional (no more than four to six times a year) updates about upcoming events, fundraising activities and opportunities to get involved in musical activities in the area. Data will not be passed on to third parties. Every email will contain a link that will enable you to manage your preferences or unsubscribe. We may also use your information to respond to queries.

#### **How long is the information retained for?**

We will keep your information as described below unless there is a legal requirement to keep records.

##### Members, Friends, Patrons, Business Contacts and Volunteers:

We will hold data for no more than three years after our involvement with you has stopped.

##### Auditionees:

For those not going on to be a Member of the Society following an audition, we will hold data for no more than six months.

##### Supporters:

We will hold your data (eg for the purposes of sending newsletters) until you ask us to stop sending messages or request your data to be deleted.

##### Musicians:

We will hold data for musicians until you ask us to delete it.

Members, Friends, Patrons, Supporters and Musicians may continue to appear in photographs or videos used by the Society into the future eg on our website, social networks and other publicity material.

**With whom will it be shared?**

We are a registered charity governed by a Committee. Your information may be shared between members of the Committee, Voice Reps and other volunteering members for the legitimate purposes of administering the Society. Your name and voice part will be provided to printers used to produce our concert programmes.

**How is the information stored securely?**

The Society will ensure that your data is kept secure. Electronically held data will be held within a password protected and secure environment. Physically held data (eg membership forms) will be stored in a locked container. Access will only be given to information where it is required for the legitimate running of the Society.

We will not transfer any data to countries outside of the European Economic Area.

**What are your choices?**

If you would rather we held less information about you, you can provide less, eg by not providing a telephone number or email address. However, you may not get important messages from the Society.

You have the right to access information we hold about you and this can be done by sending a message to us via the 'Contact' page on our website, by sending an email to us at [data.controller@herefordchoralsociety.org](mailto:data.controller@herefordchoralsociety.org) or by speaking to the Membership Secretary. This will be actioned within 30 days of receiving a valid request.

You have the right to have inaccurate personal data rectified. Members can update their own information via the Chorus login page on the website or by contacting the Membership Secretary. Members will also have the opportunity to check and update their details every year as part of the membership renewal process.

You have the right to object to the processing of your data eg be removed from email newsletter lists.

You have a right to request to have your data erased. Note, that for members, we do need a minimum amount of information to maintain your membership.

You have a right to make a complaint to the Information Commissioner's Office  
<http://www.ico.gov.uk>

**About this notice**

We may change this Privacy Notice at any time, in which case a revised notice will be placed on our website, and where we hold email addresses, we will inform members by newsletter.

16<sup>th</sup> May 2018

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