

GOT 2 SING CHOIR PRIVACY POLICY

We want you to know that Got 2 Sing Choir respects the information we hold on you and that we take the security of your information very seriously.

The information below gives you information on the data we hold on you, what we do with that data, who we share your data with and your new rights under GDPR.

Why do we need your data?

We need to collect and store some of your details, for example your name, phone number and email address so that we can let you know about matters relating to your membership of Got 2 Sing.

What data do we collect from members?

We collect some of the following types of data from members (we don't collect *all* of this data on *all* members – we only collect it if it's needed):

<ul style="list-style-type: none">• Name• Email address• Postal address• Phone number• Emergency contact details• Photos/video footage	<ul style="list-style-type: none">• Bank details to refund 'Bring A Friend' or other refunds• Medical information if you have a condition that you feel we need to know about• IP address
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What do we use it for?

As a member of Got 2 Sing Choir we have a legitimate reason for keeping and using your name, email address and telephone number for membership administration purposes. This can include things like notifying you of rehearsal changes, performance schedules and events.

To help keep your information secure we store your IP address in server logs and also when you attempt to sign in to our members' area. This is for website security and diagnostics.

Any of the information listed above might be needed to manage your membership with Got 2 Sing Choir, website security and to organise and run our activities. We won't ever use this data for anything else unless you give us your active consent for that additional use.

We check what data we have on members and remove it if we no longer need it. If you leave Got 2 Sing Choir, we'll make sure we stop using and/or delete any data we don't need to keep.

Photographs and Video Footage

The use and storage of photographs and videos is a legitimate interest as they are used to promote Got 2 Sing Choir, and the rights, interests and freedoms of any individuals in the photos/videos are not at significant risk.

Photographs and/or videos are taken at various times when the choir meets and may be used in the public domain. No individual will be identified by name unless you give us permission to do so.

Newsletters

On occasions we send out newsletters to members and non-members. A newsletter gives information on past and present events, fundraising and any other news that we feel may be of interest.

We will only send out newsletters if we have your consent and only then will Got 2 Sing Choir add your email address to our mailing list. We will always include opt-out options on all such communications.

Do we share your data with anyone else?

- We will never give your data to third parties for that third party to use.
- We use third party services (e.g. Dropbox, Mail Chimp, GoCardless, GetSited, Googlemail) to store or process your data. We will always make sure that they are reputable and secure, and that your data is kept safe.

Got 2 Sing Choir does not have access to your bank details or handle your direct debit payment. This is done through GoCardless who are regulated by the Financial Conduct Authority.

- If another member of Got 2 Sing Choir asks for your contact details we will only ever share them if you consent.
- Your medical history will be shared with the relevant choir leader if you complete an In Case of Emergency (ICE) Form. This form can be found on the members' area. This is entirely voluntary and used by them with your permission for your health and safety. If you leave Got 2 Sing Choir the ICE form will be destroyed.

What can you ask us to do?

At any time you can ask to view, update or correct any data we hold on you. As part of your membership it is legitimate use to expect us to hold your name, email address and telephone number and to hold photographs and videos of members. You can ask that we stop using any other data or erase it.

Updated May 2018

I've got a question – who should I speak to? The best person to speak to is the Data Protection Officer – Jane Dunn – email office@got2sing.co.uk.