

GOT 2 SING CHOIR PRIVACY POLICY

YOUTH CHOIR

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

The information below gives you information on the data we hold on you and your child, 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 child's membership of Got 2 Sing Choir.

What data do we collect from parents/guardians of a member?

We collect some of the following types of data of 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• Date of Birth• School	<ul style="list-style-type: none">• Medical/Disability/Special Requirements information if your child has a condition that you feel we need to know about• Photos/video footage• 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 child's 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 your child leaves 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.

For anyone concerned about safeguarding with regard to photographs or videos please speak to the Leader of Got 2 Sing Youth Choir, in the first instance.

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, Gmail) 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 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.
- The medical history and any special needs your child may have will be shared with the Youth Choir Leader and Teaching Assistant. This information is used by them with your permission for the health and safety of your child. If your child leaves Got 2 Sing the medical 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 and your child. As part of your child's 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.

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.