

DATA PRIVACY NOTICE

Cantare Choir Committee

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?

Cantare Choir Committee is the data controller (hereafter simply referred to as "Committee"). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Committee 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.

The Committee uses your personal data for the following purposes: -

- To administer membership attendance records and emergency contact details;
- To send cards for birthdays and other occasions;
- To administer subscription payments, jacket hire and music borrowed;
- To inform members of meetings, news, events and activities.

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

- Explicit consent of the data subject so that we can keep members informed about meetings, news, events and activities.

5. Sharing your personal data Personal data will be treated as strictly confidential and will only be shared with other members if you have given us consent to do so. We will only share your data with third parties outside the choir with your consent.

6. How long do we keep your personal data? We keep data for as long as you are a member of the choir. On leaving the choir we will ask you if you would like us to retain your personal data to keep you informed of news, events and activities of Cantare. If you choose not to, we will destroy your personal data.

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 Committee holds about you;
- The right to request that the Committee corrects any personal data if it is found to be inaccurate or out of date;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 Committee to retain such data;
- The right to withdraw your consent to the processing of your data 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.

8. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact: Marilyn.Fowles on Marilyn.fowles@btinternet.com