

HARBOUR LIGHTS - AMBLE COMMUNITY CHOIR

Addendum to Privacy Notice last reviewed 6th May 2024

The addendum relates to the following sections of the current Privacy Notice:

4. How do we use choir member's personal data?

- i. To communicate with and provide necessary information, relating to the running of the HLACC.
- ii. Communication will normally be by Mailchimp, email and our HLACC website, unless an arrangement is made for an alternative method. There is a clear option to unsubscribe from newsletters sent via Mailchimp at any time and members can also unsubscribe by replying to the email.

5. The legal basis for using personal data, as provided by you on the membership form is:

The legitimate interest for all information except for:

- i. Your photograph in printed form, video, or on our website.
- ii. Your name appearing in choir concert programmes, video or on our website.

In these cases, assumed consent is the legal basis governing the retention and use of these items of personal data, which can be freely given or withheld. Please inform the Secretary if you wish to withdraw consent for such use of your image or name.

Your emergency contact information, which allows us to look after your wellbeing in the event of an emergency, a health and safety issue, or because you have asked us to make contact, will only be used for the purpose of which it was obtained.

7. The recipients of personal data:

Choir Committee members receive:

Full name, phone number, email address and emergency contact details.

8. The retention periods for personal data:

For Choir members, and past members, a maximum of 5 years from the date of the last submission of their personal data.

You have the right to:

- i. View your personal data that we hold.
- ii. Know how your personal data is held and for what purpose.

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The Choir Committee will keep your data securely in a secure folder in cloud storage, with Dropbox Pro and Mailchimp. The Secretary will inform you promptly should any data breach occur.

- i. The Choir Committee will not sell or market your personal data under any circumstances.
- ii. The Choir Committee will not share your personal data with other organisations.

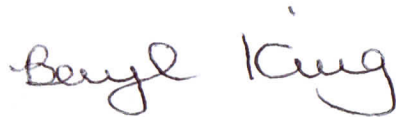
Date policy adopted: May 7, 2020

Date of the most recent review: May 6, 2024

Date of Addendum November 8, 2024

Date of the next review: May 2025

Signed:



BERYL KING

Position: Chair of Harbour Lights - Amble Community Choir

Summary of changes:

- Mailchimp has been added to email and the HLACC website, as the normal means of communication in section 4. A sentence has been added to confirm the option to unsubscribe at any time.
- A statement regarding the use of emergency contact details as provided on the membership form has been added to section 5.
- Emergency contact details has been added to the list of personal data received by members of the Choir Committee in section 7.
- In section 8, addition of information to confirm that data is retained by Mailchimp, as well as Dropbox Pro. Removal of the following text 'Only the Secretary keeps paper copies of your Membership Form' as paper copies are no longer being retained.