

# Harbour Lights Amble Community Choir

## Privacy Notice

### 1. The name of our organisation:

Harbour Lights Amble Community Choir (HLACC)

### 2. Contact details of our representative:

The Secretary: hello@harbourlightscommunitychoir.org

### 3. Contact details of our data protection co-ordinator:

The Secretary: hello@harbourlightscommunitychoir.org

### 4. How do we use choir members' personal data?

- To communicate with and provide necessary information, relating to the running of the HLACC.
- Communication will normally be by email and our HLACC website unless there is an arrangement made for an alternative method.

### 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 Membership Secretary if you wish to withdraw consent for such use of your image or name.

### 6. What are the legitimate interests for using your personal data?

The **legitimate interests** of HLACC are:

- i. To enable the Choir to provide a service for the benefit of its members and the local community
- ii. To administer membership records and allow for the welfare of members (please see the HLCC Safeguarding Policy document)
- iii. To arrange Annual General Meetings, Committee Meetings and Choir social events

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- iv. To sing music as a choir with organised rehearsals, performances and venues
- v. To provide information on other events or activities which may interest members
- vi. To give or request help or information on Choir, musical or Choir matters
- vii. To answer questions about Choir matters
- viii. To raise funds through membership fees, performances and other lawful methods

## 7. The recipients of personal data:

Choir Committee Members receive:

- Full name, phone number and email address

## 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:

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

The Choir Committee will keep your data securely in a secure folder in cloud storage with Dropbox Pro. Only (only the Secretary keeps paper copies of your Membership Form) and inform you promptly should any data breach occur.

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

## 9. Your rights to withdraw consent

- For having photographs or videos taken, retained or used on the Choir website
- For having your name published in concert programmes or on the Choir website or social media.
- If you wish to withdraw consent for Choir to hold your personal data and contact details you will not be able to receive information about the choir and its business as set out at 'legitimate interests' above.

## 10. Your rights to lodge a complaint with a supervisory authority

To lodge a complaint, you can contact:

The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113 or Email:

<https://ico.org.uk/global/contact-us/email/>

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**11. Please note that under statutory obligations we are obliged to keep and provide your personal data in certain circumstances such as:**

- When required by law
- When required in order to protect members of the public from serious harm.

**12. Personal data about you may also be legally retained as part of an archive**

This ensures that older Committee and AGM minutes, attendance sheets, photographs etc. may be retained legally for educational and research reasons. Any personal data Choir holds about you will be strictly limited by the context of these documents. Personal data will be kept and accessed securely in whatever format it is held.

Date Policy Adopted: May 7th, 2020

Date of the most recent review: N/A

Date of the next review: May 2021 AGM

Signed:

A rectangular box containing a handwritten signature in cursive script that reads "Mary Davidson".

Position: Chair of Harbour Lights Amble Community Choir