

Privacy Notice for choir members (also for former members who are still on our mailing list)

This notice sets out how Shrewsbury Cantata Choir ('the choir' or 'we/us') uses and protects your personal information. The choir is the data controller for personal data held about choir members. You can contact the choir by:

- Approaching the Secretary at any choir rehearsal
- Going to the 'Contact us' section of the choir website
- Contacting the Secretary by phone or email – currently this is Judith Vaughan judithvaughan7@gmail.com or 019393 260925.

If you have concerns or want to know more about how we use your personal information, please talk to our data protection lead, Graham Bennett, at any rehearsal or contact Graham via the Secretary.

The only information that we hold about you is:

- your voice part (soprano, alto, tenor or bass)
- your name, address, phone number and email address
- records of your subscription payments
- your gift aid declaration

We keep this information securely, and your contact details are only shared with committee members and officers of the choir

We hold this information because we have a legitimate interest in contacting you about essential choir business including membership and rehearsal/concert/social arrangements. We also have a legitimate interest in sending you details of other local concerts, because by doing so we benefit from a mutual arrangement with other local choirs and music groups under which they promote *our* concerts with *their* members.

We do not however share your contact details with those other choirs or music groups – or with anyone else. If you stop singing with the choir, we will keep your contact details in order to let you know about concerts, reunions and celebrations until you ask us to stop contacting you; you can do this by contacting the Secretary as described above. If you use gift aid, we are required by HMRC to keep declarations, including personal details, for 6 years from the end of the accounting period they relate to.

We do not use any external data processors or transfer your information to another country or use automated decision making in relation to your personal information.

As a not-for profit organisation that only processes information relating to membership or supporters and to choir activities, we are not required to register with the Information Commissioner's Office – though we are still required to abide by data protection law.

You have a number of legal rights in relation to the information that we hold about you:

- [The right to be informed](#) – about the collection and use of your personal data (this Privacy Notice)
- [The right of access](#) – to the personal data held on you by us, including to be aware of and to verify the lawfulness of the processing
- [The right to rectification](#) - to have inaccurate personal data rectified, or completed if it is incomplete
- [The right to erasure](#) - to have personal data erased (also known as ‘the right to be forgotten’) under certain limited circumstances
- [The right to restrict processing](#) - to request the restriction or suppression of your personal data in certain circumstances
- [The right to data portability](#) - to obtain and reuse your personal data for their own purposes across different services under certain circumstances
- [The right to object](#) to processing under certain circumstances including to direct marketing and for scientific/historical research and statistics
- [Rights in relation to automated decision-making including profiling](#)

For further details, click on the links above (Control + click) or contact the Secretary or data protection lead.

If you are not happy with the way we have handled your data, please try to resolve the issue with us first. If you are unable to resolve the issue with us personally, you can complain to the [Information Commissioner's Office](#).