

# North Yorkshire Chorus Privacy Statement



*With the introduction of GDPR (Europe's General Data Protection Regulations) we need to make sure that you know what data we collect from you as a member of the group, why we need it, and what we do (and don't do) with it.*

## Why do we need your data?

To run the Choir we need to collect and store some of your details, for example your name, singing voice and contact details, so that we can plan for concerts and keep you informed of things like concert arrangements, rehearsal dates and subscription payments.

## What data do we collect from members?

We collect the following types of data from members.

- Name and voice (i.e. SATB)
- Postal address, email address and phone numbers
- Subscription payments and Gift Aid declarations
- Rehearsal and concert attendance records

We collect most of this data from the membership form, from lists produced when music scores are hired or subs paid, and attendance tick sheets. If you leave the Choir, we'll make sure we delete any data we don't need to keep (e.g. for financial reporting). To rejoin, you will need to complete a new membership form.

## What do we use it for?

Any of the information listed above might be needed to manage your membership of North Yorkshire Chorus (NYC) and to organise and run our activities and to communicate important information to you. We won't use this data for anything else unless you give us your consent for that additional use.

- **If you give us your consent, NYC will add your email to our mailing list so that you can receive information about other events and opportunities that have come to our notice and in which we consider a choir member might be interested. e.g. other choirs' concerts, musical events and holidays etc. You can withdraw your consent at any point by contacting the Membership Secretary. Until now, this was sent to all members who use email. From now you will need to opt in.**
- **If you gave us your consent on your membership form, NYC identifies you on the list of members as a member who is prepared to share their contact details with other members should they ask for reasonable and personal purposes (for example to arrange for lifts).**

## Do we share your data with anyone else?

- We will never give your data to third parties to use.
- We will sometimes use third party services (e.g. Google Drive, One Drive) to store your data to guard against loss. We will always use only services that are reputable and secure, so that your data is kept secure.
- If another member of North Yorkshire Chorus asks for your contact details, for example to get a lift, we will only share them if you have consented on your membership application form.

## How is your data kept?

The Membership Secretary maintains a master membership list of all members and each member's latest membership application form. The Treasurer keeps a list of subscriptions paid and the Gift Aid declaration forms. The Librarian keeps records of who has hired music scores.

## What can you ask us to do?

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the Membership Secretary who will respond within one month (or in his/her absence, any committee member).

## I've got a question— who should I speak to?

The best person to speak to in the first instance is the Membership Secretary, but in his/her absence, any committee member.