

Chichester Community Choir

DATA PRIVACY NOTICE

The Chichester Community Choir (CCC) is a privately owned choir.

WHAT WE STORE AND PROCESS DATA

We store contact details and other information about people who are connected with the choir. This helps us to communicate well with you about choir activities that you are involved with and new events that are coming up. It also helps the staff team with their oversight of what is happening in the choir and who is involved. We also record attendance information to help us manage fire safety and when appropriate NHS track and trace data at rehearsals and to help with budgeting, and financial forecasting.

We use a Windows PC-based system and Microsoft's One Drive 'Cloud' storage to keep all this data safe and to help us comply with data protection regulations. The Choir Membership database is held on an MS Excel spreadsheet and attendance collection forms produced with MS Word. We also use the web-based email system 'Mailchimp' to communicate news updates about the choir. Mailchimp is a Data Processor for the CCC and as such has its own Data Privacy Policy.

The information that we keep on the membership database usually consists of your name, date of birth (if under 16), and gender. If you have provided them to us then we will also keep your address, telephone, email address, and mobile number. When the choir is involved in community events, then information relating to your involvement in these may also be stored on separate Excel spreadsheet relating to each event. MailChimp simply records your name and email address.

If you are involved with helping at the choir we may email or text you about this work, for instance with duty updates or information about what's coming up. If you opt-in to receiving emails about new events or products then we can keep you advised of those things that may interest you.

The data protection supervisor for the choir is Richard Riley and can be reached at admin@chicommunitychoir.com. Requests regarding data protection should be sent here.

The General Data Protection Regulations provide several acceptable reasons for processing your information. If you are a regular attendee at the choir or a recent new contact, then we use the "Legitimate Interest" reason because keeping your contact details is important to running the choir. If you are not a regular attendee then we use the "Consent" reason which requires us to get your opt-in consent allowing us to process your data. If you were a regular choir attendee who has left the choir, we may keep your name on record, for historical or statistical purposes for a limited period of 3 years. We may keep more details and for longer

periods if you have been involved in work related to running the choir that has legal record-keeping obligations such as employment or accident reporting.

YOUR RIGHTS

You have various rights under the General Data Protection Regulations:

1. **You have the right to erasure** – the right to request that we delete some or all of your details. This right only applies where we have no legitimate interest or legal requirement to keep them. For example, if you gave us your mobile number, but now want us to delete it, since it's not a requirement for running the choir, but just a convenience, then we are obliged to do so.

If you are not currently involved with the choir and have not been involved in any work that would legally require us to keep records, then we require opt-in consent from you to keep your data. You have the right to withdraw this consent at any time.

Legitimate Interest is also overridden by your interests, rights or freedoms. For example, if we want to keep your address to help us keep contact with you, but you argue that you want your address to be totally secret because you would be at risk of harm if it became known, then that risk would override our convenience and we would be obliged to delete it.

2. **You have the right to rectification** – if we hold incorrect details about you then you can require us to correct them.

3. **You have the right to be informed** about how we use your contact information.

4. **You have the right of access** – we must provide you with details of information we hold about you on request. However, if your request is manifestly unfounded or excessive then we can charge a reasonable fee for responding or we can refuse to respond.

5. **You have the right to lodge a complaint** with the Information Commissioner's Office (ICO) if you think we have been mishandling your data.

6. **You have the right to restrict further processing of your data** for example if you have lodged a formal complaint and are awaiting the outcome.

7. **You have a right of portability** – the right to request that all of your information be sent to another choir or organisation.

The full detail of your rights can be found on the ICO's website