

CHELMSFORD MALE VOICE CHOIR

Data Protection Privacy Policy

Registered Address
Cowells Court Nathans Lane Highwood Chelmsford CM1 3RF

This Privacy Policy has been produced for members and former members of Chelmsford Male Voice Choir to meet the requirements of the General Data Protection Regulation (“GDPR”).

Chelmsford Male Voice Choir is referred to in this Policy as “CMVC”, “We”, “Our” or “Us”.

For the purposes of undertaking the activities of CMVC we obtain personal information about our members.

This is limited to a member’s:

- Name;
- Date of Birth
- Residential address;
- Home and/or mobile telephone numbers; and
- Email address, if provided;
- Emergency Contact details
(together referred to in this Policy Statement as “Contact Details”)
- bank account details (which together with Contact Details, is referred to in this Policy Statement as “Personal Information”)

The Personal Information listed above, together with any Identifiable Image, held by CMVC, is referred to in this Policy as Personal Data.

Identifiable Image refers to any recognisable photograph or other likeness held by the choir in whatever format including those which may appear in group photographs and videos on the CMVC web site and other media including CMVC Facebook page or other relevant social media, printed posters, flyers or advertising boards in respect of CMVC activities all of which are referred to in this Policy Statement as “electronic or printed media”. Members can opt out of formal group photograph sessions by not taking part in the group photograph session.

This Data Protection Privacy Policy sets out the principles governing our processing policy and use of that data.

The GDPR sets out the Lawful bases for processing data and CMVC relies upon Consent and Legitimate Interest for processing your Personal Data.

Consent

By signing the Application Form for membership, you consent to CMVC processing, storing and using the Personal Information provided, together with any identifiable image of you, on the understanding that such Personal Data will be used in accordance with the principles set out in this Policy.

Legitimate Interest

CMVC undertakes an Assessment of the need to retain personal Data and considers:

- Why we want to process the data and what we are trying to achieve.
- Who benefits from the processing and in what way.
- Whether there are any wider public benefits to the processing and if so how important are those benefits.
- What would the impact be if we could not go ahead and whether our use of the data would be unethical or unlawful in any way.

For each of the above, CMVC considers that we limit the collection and use of your Personal Data for the benefit of assisting communication with its members and to assist in meeting the objects of CMVC which are:

“To promote, improve, develop and maintain public education in the appreciation of the art and science of choral music in all its aspects by the presentation of public choral concerts and by such other ways as the members, through the trustees, shall determine from time to time.”

We consider that by applying a necessity test, the method employed for processing helps to further the interest in retaining Personal Data, that processing is undertaken in a reasonable way and that there is not another less intrusive way to achieve the same result.

CMVC also undertakes a balancing test in which we consider the impact of our processing.

CMVC does not consider it useful to offer an opt-out as it needs to maintain an up to date data base of its members.

Security

We will take all reasonable steps to safeguard the security and confidentiality of any data you provide to us as set out in our Data Protection Procedures. We cannot however guarantee the security of any data you disclose. You

accept the inherent security implications of providing data and will not hold us responsible for any breach of security or disclosure of such data unless we have been proved to be negligent.

We will not share or reveal any of your Personal Data to any external organisation nor to any other persons, other than Relevant Third Parties detailed below, unless we have previously informed you that this is intended and we have your authority to do so. We will only disclose your Personal Data to other authorised third parties if we are required to do so by law.

Your contact details will not be made available to other members of the choir (unless it is in our legitimate interests to do so, for example to facilitate the management of the choir or to assure the safety of our members, or because we are required to do so by regulation) and we will only contact you using the details provided when considered appropriate to your membership of CMVC. If you wish to advise your contact details to all other choir members you may use the CMVC Yahoo Email Group for this purpose but CMVC will have no responsibility for the accuracy of such details or their security when circulated in this way.

We may periodically send you information relating to CMVC activities via the CMVC Yahoo Email Group which you will be invited to join (and which will, until notified otherwise, be the main method used by the choir for relaying such information). If at any time you want to amend or update your Personal Information you should contact the Membership Secretary.

With the exception of the names and, where relevant, contact details of any of CMVC's Committee members, no Personal Information of any member of CMVC will be published on any electronic or printed media as defined above. Any proposal to include your specific identifiable image (i.e. your name in conjunction with a photograph of yourself) on the CMVC website will require your specific consent in advance.

We will hold your Personal Information on paper records and/or in electronic format with appropriate password protection. You accept that if you specifically consent to any Personal Information being made available to current or former members of CMVC and, to the extent necessary, Relevant Third Parties, CMVC has no control over the safeguarding of your Personal Information once distributed.

For the avoidance of doubt if you provide bank account details for a specific purpose, these details will be kept secure and password protected by CMVC and will be deleted once the specific purpose has been met.

Personal Information may be used for the purposes disclosed in this Policy, subject to the limitations set out above and may be passed to other Relevant Third Parties

solely to facilitate the Objects of CMVC and only to the extent necessary and relevant. CMVC will not sell or market your Personal Data under any circumstances.

Relevant Third Parties are

- a) Other Choirs including their Music Directors, accompanists, bands and orchestras for the purposes of arranging concerts
- b) Any printing firm instructed to print CMVC publicity details.
- c) A bank with which CMVC holds an account.

You have the following rights under the GDPR in respect of information we hold about you on our records:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- the right to data portability
- the right to object
- rights in relation to automated decision making and profiling.

Upon ceasing to be a member of CMVC your Personal Data may be retained for up to 12 months after which it will be deleted unless you have consented to the retention of such Personal Data for the purpose of maintaining contact with CMVC and its members. During this period your Personal Data will not be passed to any Relevant Third Parties or to any other third party unless we are required to do so by law, or we have your consent to do so. If upon ceasing to be a member of CMVC you request that your Personal Data be deleted from our records, such data will be deleted within two weeks of receiving such request in writing or by email.

Approved by the Trustees on 16 June 2020

Chelmsford Male Voice Choir is a Charitable Incorporated Organisation

Registered number 1164392