

# PRIVACY POLICY FOR MEMBERS AND THOSE ENGAGED BY NEW MILL MALE VOICE CHOIR

## 1. Introduction

New Mill Male Voice Choir (NMMVC) is committed to respecting your privacy. This Privacy Policy is provided for our current, prospective and past members and for those engaged by us to support our activities (the Musical Director, Accompanist, etc).

It tells you about how we collect, process, use and share your personal data, in accordance with The Data Protection Act 2018. Please also read NMMVC Website Privacy Notice, located in the Members area of the web site [www.newmillmvc.org.uk](http://www.newmillmvc.org.uk), which explains how data is collected and processed when anyone visits our website.

NMMVC is a Data Controller under The Act. We can be contacted via [info@newmillmvc.org.uk](mailto:info@newmillmvc.org.uk)

## 2. Your Personal Data and what we use it for

We collect from you and store and use the following personal data (information and images):

- Your name, contact details, voice part and age range so we can provide you with information about rehearsals, concerts and other musical events, and provide other services.
- Photo/video footage for the NMMVC website, social media sites or other promotional material.
- Records of your attendance at concerts and rehearsals, where we need these to manage and plan choir activities and future choir development.
- If you are employed or contracted by NMMVC, we may need to collect your personal data for administrative/legal reasons. We will explain what these are when we do so.

**The legal basis** for collecting, storing and using your data is your consent. You are able to remove your consent at any time. You can do this by contacting us via [info@newmillmvc.org.uk](mailto:info@newmillmvc.org.uk)

We will not collect information about you from third parties unless we have your specific consent.

## 3. Consent

On joining NMMVC, members are asked to consent to our collecting, storing and using personal data which is essential to the operation of the choir (for communications, organising choir activities and administration). We may ask you to renew your consent if circumstances change.

We always seek additional consent before we use data for new purposes (unless meeting statutory or legal obligations), and before we collect or use new data. Additional consent is not needed for archiving in the public interest, historical research, or statistical purposes, which are allowed under The Act.

## 4. Your choices about what We collect and Implications of withholding data.

If you choose, you can provide us with less information about you, for example by not providing a telephone number. But you may miss out on some information as a result.

## 5. Disclosure of Your personal data.

We are a registered charity governed by Committee. The information which you provide to us is shared between Committee members. It is also shared with other members of NMMVC who may need to contact you or undertake services related to your membership.

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We will not share your details with anyone else without your consent unless this is required to meet statutory, or legal obligations.

### 6. Sensitive Personal Data.

You may wish to give us information about your health, or other sensitive information, so you can take part in choir activities (e.g. to arrange access), or to notify us of absence. This information will only be used for the reasons you give for sharing it and to meet our statutory and legal obligations.

### 7. Children

If you are under 18, please ensure that you obtain the permission of your parent/guardian before you provide us with any of your personal data.

### 8. How We may contact you.

Our usual method of communication is by newsletters via MailChimp emails. We may also telephone you, send emails directly, or use post/hand delivery. You can stop us contacting you by email via: [info@newmillmvc.org.uk](mailto:info@newmillmvc.org.uk). You can stop other methods of communication by writing to the NMMVC Membership Secretary.

### 9. How Do We Process Your Personal Data?

We will comply with our legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure.

### 10. How long We retain Your personal data.

We will hold your personal data for no more than one year after you cease to be a member, except for archival purposes (i.e. photo, name, and membership dates). Your image may continue to appear in group photographs after this time.

### 11. Your rights under the Data Protection Act.

You have the following rights over your data and its use:

- The right to be **informed** about what data we are collecting on you and how we will use it
- The right of **access** - you can ask to see the data we hold on you
- The right to **rectification** - you can ask that we update or correct your data
- The right to **object** - you can ask that we stop using your data for a particular purpose
- The right to **erasure** - you can ask us to delete the data we hold on you

If you wish to exercise any of these rights please contact us via [info@newmillmvc.org.uk](mailto:info@newmillmvc.org.uk)

### 12. Changes to this Privacy Policy.

From time-to-time we may need to change or update this Policy. If we do so, we will notify you by Newsletter, providing a link to the updated version.