

Registered Charity No 1075363

General Data Protection Regulations (GDPR)

How we comply

The General Data Protection Regulations (2018) apply to all personal information held or stored by an organisation, whether on paper or computer. The Regulations require organisations to meet the principles of good practice, as stated in the Act and enforced by the Information Commissioner's Office.

Kelsborrow Choir holds basic personal information on all its members and associates on a secure computer system, for use in the efficient management of the Choir, and this is shared securely as necessary with committee members. It does hold some personal information, such as birth dates (but not year of birth) and bank details but does not share that information with any other organisations or persons, except where required by law, to the extent required by such law (eg. Details of committee members, as charity trustees, must be provided to the Charities Commission). Where members have agreed to do so, some information (eg. Phone numbers and/or email addresses) may be shared with all members, to enable better communication about events, rehearsals, cancellations etc.

Data may only be held where either the individual has given their consent, or where it is necessary to pursue the legitimate interests of the Choir. Most information meets the latter criterion above (eg. Name, address, contact details, singing voice) and the rest meets the former criterion (eg. Gift Aid declarations).

Data is only used in connection with Choir activities, including maintaining membership and subscription records, tracking choir property loaned to or stored by members, distribution of information about performances, meetings and social events.

The data currently held consists of the following items:

Name and address

Phone number

Email address

Singing voice (eg. Soprano)

Rehearsal attendance record

Birthdays

Roles (eg. Librarian)

Choir property held or stored

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Subscription record

Donations record

Gift Aid registration

From time to time, photographic or video images of the Choir will be taken, and displayed either on the Choir website, in publicity material or on social media sites.

Where data is obtained from the member concerned, the member is responsible for notifying the Choir (via any Committee member) of any changes. All data will be kept accurate, as far as reasonably practicable, and will be updated promptly when changes are necessary.

Data is compiled on a secure computer, and shared with Committee members via a password-protected login. Personal data will not be published electronically or otherwise. Where members have so agreed, selected data may be shared openly between all members.

If a member leaves the choir, or is deemed to have done so by virtue of non-payment of the annual subscription, their records will continue to be held by the Choir for a period of four years, unless the former member specifically requests otherwise. Similar rules apply to the records of friends, staff emeritus members and associates. Gift Aid registrations must be kept for 7 years after the last tax year to which they apply.

Committee members and others who have access to the membership data must not disclose that data to any person or organisation outside the Kelsborrow Choir, except with the permission of the individual(s) concerned, or where required by law to do so (eg. Charities Commission Trustees).

Data will only be used for the purposes of the Choir, and will not be used for direct marketing by any other organisation.

Any member may ask for a copy of the personal data held on them by the Choir, and will be provided a printed record of that data within a month of requesting it.

This is a summary of the full GDPR policy, which is published on the Choir's website.