

Highworth Choral Society

Overview

Data Protection Policy

Key details

- ☐ Policy prepared by: Amanda Jefferies
- ☐ Approved by Committee on: 22nd August 2018
- ☐ Next review date: August 2020

Introduction:

In order to operate, Highworth Choral Society needs to gather, store and use certain forms of information about individuals. These can include members, suppliers, volunteers, audiences and potential audiences, business contacts and other people the Society has a relationship with or regularly needs to contact. This policy explains how this data should be collected, stored and used in order to meet Highworth Choral Society's data protection standards and comply with the law.

Why is this policy important?

This policy ensures that Highworth Choral Society:

- ☐ Protects the rights of our members, volunteers and supporters
- ☐ Complies with data protection law and follows good practice
- ☐ Protects the Society from the risks of a data breach

Roles and Responsibilities

Who and what does this policy apply to?

This applies to all those handling data on behalf of Highworth Choral Society, e.g.:

- ☐ Committee members
- ☐ Members
- ☐ Employees
- ☐ Suppliers

It applies to all data that Highworth Choral Society holds relating to individuals, including:

- ☐ Names
- ☐ Email addresses
- ☐ Postal addresses
- ☐ Phone numbers
- ☐ Any other personal information held (e.g. financial)

Roles and responsibilities

Everyone who has access to data as part of Highworth Choral Society has a responsibility to ensure that they adhere to this policy.

Data controller

The Data Controller for Highworth Choral Society is [name, Vice Chair?]. They, together with the Committee, are responsible for why data is collected and how it will be used. Any questions relating to the collection or use of data should be directed to the Data Controller.

1. We fairly and lawfully process personal data Highworth Choral Society will only collect data where lawful and where it is necessary for the legitimate purposes of the Society.

☑ A member's name and contact details will be collected when they first join the Society, and will be used to contact the member regarding Society membership administration and activities. Other data may also subsequently be collected in relation to their membership, including about their payment history for 'subs'.

☑ The name and contact details of committee members, employees, volunteers and contractors will be collected when they take up a position, and will be used to contact them regarding Society administration related to their role. Further information, including personal financial information and criminal records information may also be collected in specific circumstances where lawful and necessary (in order to process payment to the person or in order to carry out a DBS check).

☑ An individual's name and contact details will be collected when they make a booking for an event. This will be used to contact them about their booking and to allow them entry to the event.

☑ An individual's name, contact details and other details may be collected at any time (including when booking tickets or at an event), with their consent, in order for Highworth Choral Society to communicate with them about Society activities, and/or for Direct Marketing. See 'Direct Marketing' below.

2. We only collect and use personal data for specified and lawful purposes

When collecting data, Highworth Choral Society will always explain to the subject why the data is required and what it will be used for, e.g.

"Please enter your email address in the form below. We need this so that we can send you email updates for Society administration including about rehearsal and concert schedules, subs payments and other business."

We will never use data for any purpose other than that stated or that can be considered reasonably to be related to it. For example, we will never pass on personal data to third parties without the explicit consent of the subject.

3. We ensure any data collected is relevant and not excessive

Highworth Choral Society will not collect or store more data than the minimum information required for its intended purpose. For example we need to collect email addresses and telephone numbers from members in order to be able to contact them about Society administration, but data on their marital status or sexuality will not be collected, since it is unnecessary and excessive for the purposes of Society administration.

4. We ensure data is accurate and up-to-date

Highworth Choral Society will ask members, employees and volunteers to check and update their data on an annual basis. Any individual will be able to update their data at any point by contacting the Data Controller.

5. We ensure data is not kept longer than necessary

Highworth Choral Society will keep data on individuals for no longer than 12 months after our involvement with the individual has stopped, unless there is a legal requirement to keep records.

6. We process data in accordance with individuals' rights

The following requests can be made in writing to the Data Controller:

☑ Members, volunteers and supporters can request to see any data stored on about them. Any such request will be actioned within 14 days of the request being made.

☑ Members and supporters can request that any inaccurate data held on them is updated. Any

such request will be actioned within 14 days of the request being made.

Members and supporters can request to stop receiving any marketing communications. Any such request will be actioned within 14 days of the request being made.

Members and supporters can object to any storage or use of their data that might cause them substantial distress or damage or any automated decisions made based on their data. Any such objection will be considered by the Committee, and a decision communicated within 28 days of the request being made.

7. We keep personal data secure

Highworth Choral Society will ensure that data held by us is kept secure.

Electronically-held data will be held within a password-protected and secure environment.

Passwords for electronic data files will be re-set each time an individual with data access leaves their role/position.

Physically-held data (e.g. membership forms or email sign-up sheets) will be stored in cabinet capable of being locked.

Keys for locks securing physical data files should be collected by the Data Controller from any individual with access if they leave their role/position. The codes on combination locks should be changed each time an individual with data access leaves their role/position.

Access to data will only be given to relevant Committee members where it is clearly necessary for the running of the Society. The Data Controller will decide in what situations this is applicable and will keep a master list of who has access to data.

8. Transfer to countries outside the EEA

Highworth Choral Society will not transfer data to countries outside the European Economic Area (EEA), unless the country has adequate protection for the individual (e.g. USA).

Member-to-member contact

We only share members' data with other members with the subject's prior consent.

As a membership organisation Highworth Choral Society encourages communication between members. To facilitate this Members can request the personal contact data of other members in writing via the Data controller or Secretary. These details will be given, as long as they are for the purposes of contacting the subject (e.g. an email address, Direct Marketing Cookies on the Highworth Choral Society website not financial or health data) and the subject consents to their data being shared with other members in this way.

Direct Marketing

Highworth Choral Society will regularly collect data from consenting supporters for marketing purposes. This includes contacting them to promote concerts, updating them about Society news, fundraising and other Society activities.

Any time data is collected for this purpose, we will provide:

A clear and specific explanation of what the data will be used for (e.g. *'Tick this box if you would like Highworth Choral Society to send you email updates with details about our forthcoming events, fundraising activities and opportunities to get involved'*)

A method for users to show their active consent to receive these communications (e.g. a 'tick box')

Data collected **will only ever** be used in the way described and consented to (e.g. we will not use

email data in order to market 3rd-party products unless this has been explicitly consented to). Every marketing communication will contain a method through which a recipient can withdraw their consent (e.g. an 'unsubscribe' link in an email). Opt-out requests such as this will be processed within 14 days.

Cookies on the Highworth Choral Society website

A cookie is a small text file that is downloaded onto 'terminal equipment' (e.g. a computer or smartphone) when the user accesses a website. It allows the website to recognise that user's device and store some information about the user's preferences or past actions. Highworth Choral Society uses cookies on our website www.highworthchoral.org.uk in order to monitor and record their activity. This allows us to improve users' experience of our website by, for example, allowing for a 'logged in' state, and by giving us useful insight into how users as a whole are engaging with the website. We will implement a pop-up box on www.highworthchoral.org.uk that will activate each new time a user visits the website. This will allow them to click to consent (or not) to continuing with cookies enabled, or to ignore the message and continue browsing (i.e. give their implied consent). It will also include a link to our Privacy Policy which outlines which specific

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