

Cambridge Harmony Chorus – Data Privacy Policy

Cambridge Harmony Chorus is a group of women who sing in 4 part close harmony. Membership of the Chorus is open to any woman aged 16 or over after an audition has been established to the satisfaction of the Musical Director and Music Team. Our objects are to advance, improve and maintain public education in and appreciation of the art and science of barbershop and 4 part close harmony singing in all its aspects particularly but not exclusively through:

- the performance and presentation of singing; and
- the provision of educational workshops for members of the public.”

The Chorus aims to comply fully with the General Data Protection regulation (GDPR) and this policy will be continually reviewed.

- When you join the Chorus as a prospective member we ask for your contact details, in particular, your name, address, telephone number, your e-mail address and emergency contact details.
- We hold this personal data online and on paper and in both cases we take all reasonable steps to keep it secure. Identifiable member data kept electronically is password protected. We only keep your personal data as long as it is needed for your membership of the Chorus. We do not share it with 3rd parties.
- The purpose is to enable the Chorus to contact you about rehearsals, singouts and other news and issues affecting the Chorus, to enable members to contact each other about these things and to contact members’ families or friends in the event of an emergency.
- The legal basis for processing your personal data in this way is that it is necessary for the purposes of the legitimate interests of the Chorus as a membership organisation.
- We often openly copy e-mails to all members of the Chorus so members are aware who has received them. When you join the Chorus we will ask for your consent to your e-mail address being shown to other members in this way.
- The Members List including personal data is circulated to all members of the Chorus and published on the password protected Members’ Section of the Chorus website so that members can contact each other about Chorus matters and deal with any emergencies involving Chorus members. When you join the Chorus we will ask for your consent to the inclusion of your data on this List.
- Occasionally photographs of the Chorus and Chorus members are taken to publish on the Chorus website, social media and publicity material. When you join the Chorus we will ask for your consent for unnamed photos which may include yourself to be used in publicity, on the website and on social media for the purposes of publicising the chorus and attracting new members.
- You have the following rights:
 - to ask for a copy of the information we hold about you;
 - to have your information corrected if you believe it to be factually inaccurate;
 - to ask for your personal data to be deleted or removed, although you should note that this could affect the information you receive from the Chorus;
 - to ask the Chorus to stop sending e-mails to you; and
 - to complain to the Office of the Information Commissioner if you think there is a problem with the way in which the Chorus is handling your data.

XX May 2018

Contact: Cambridge Harmony Chorus Secretary

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