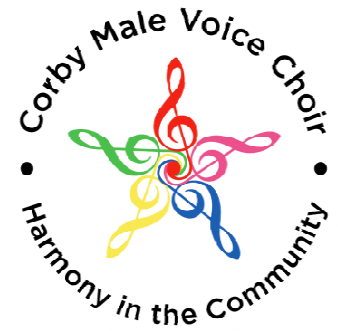


Corby Male Voice Choir Privacy Notice



Preamble

The General Data Protection Regulation (GDPR) came into force on the 25th of May 2018. This has implications for how Corby Male Voice Choir (CMVC) handles our Members' data and how we communicate with our Members. CMVC has always taken all reasonable steps to ensure that data held about its Members is treated confidentially. However, the introduction of the GDPR means that our Members have to be told in detail how CMVC handles their personal data and how we communicate with them. Although the GDPR comes from the European Union, the British Government has confirmed that the rules will not be affected by withdrawal of the UK from the EU.

Personal Data

In this context personal data is any information about our Members which allows us to identify and communicate with our Members.

Corby Male Voice Choir keeps the following personal data about our Members:

- Our Members' names and titles.
- Our Members' postal addresses.
- Our Members' telephone number and / or mobile telephone number where our Members have provided one.
- Our Members' e-mail address where our Members have provided one.
- Details of Membership subscriptions our Members have paid.
- Photos taken at rehearsals / concerts and some taken to identify Members of the Committee.
- Details of clothing sizes where appropriate for providing items of choir uniform wear.
- In addition, we may have retained e-mails or letters our Members have sent us to book events or to ask questions about the Choir and its activities.

Our Members' personal data is stored on electronic equipment and / or hard copy used by Members of the Committee on a need to know basis. That means information is usually only held by the Chairman, Secretary, Publicity Officer and the Treasurer. Some of our records, such as Membership forms are held in paper format by the Secretary and Treasurer. All personal data is stored securely and is regularly updated and backed up.

We keep the information for as long as we deem necessary within the remit of the legislation. Membership details will be retained for as long as our Members remain a Member. We may also need to keep financial information for a period of six financial years after the end of the financial year in which the transaction occurred so that we can respond to any enquiries from HMRC about our income.

We only use the information we keep to help us administer the functions of a Membership based organisation and to notify Members of our latest news, activities and events. We may occasionally tell our Members about events organised by others that we think may be of interest to Members but we will not pass on our Members' information to any third party without our Members' permission.

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Our Members' Rights

Our Members have the right to ask us to tell them what information we hold about them at any time. Our Members can do this by writing to our Choir Secretary at his postal address or by emailing him at SteveCorbyMVC@Outlook.com

Our Members also have the right at any time to correct any information we hold about them which is incorrect or out of date.

Our Members have the right to cancel their Membership at any time and ask for their details to be removed from our records. Please note that we may need to keep details of payments they have made to us even after their Membership ends, as explained above.

How we will contact our Members

When our Members join CMVC, we add their name to our Membership lists and then keep them informed about CMVC events and activities. We will occasionally contact our Members about their Membership of CMVC and will remind them when their subscription is due.

We may tell our Members about choral related events organised by other organisations. We will use our judgement and discretion to decide which events not organised by us we decide to tell our Members about.

We will usually only contact our Members by e-mail (preferred) or by post. Very rarely we may need to contact our Members by telephone but this would usually only be to let them know about late changes to our events where an e-mail or letter may not reach them in time.

CMVC will keep this Privacy Notice up to date on the web site.