

# Addison Group of Singers

## Privacy Policy

### Privacy statement

We're collecting this information from you to help the Addison Singers manage your membership and activities with the Addison Singers. We will not use it for anything else unless you say we can.

You can find out more about how we store and use your data and what your rights are in our [privacy policy](#).

### Why do we need your data?

The Addison Singers (The Addison Group of Singers) is a registered charity (286808). Its charitable purpose is to promote, improve, develop and maintain public education in an appreciation of the art and science of music in all its aspects. We provide public concerts and other musical events. The Addison Singers is the data controller for your data.

We need to collect and store some of your details, for example your name and email address, so that we can let you know about things like rehearsal and event dates, subscription payments, and social events. We add your names to concert programmes.

### What data do we collect from members?

We collect some of the following types of data from members (we don't collect *all* of this data on *all* members – we only collect it if it's needed):

<ul style="list-style-type: none"><li>• Name</li><li>• Email address</li><li>• Postal address (Trustees and management group members only)</li><li>• Phone number</li><li>• Photos/video footage</li></ul>	<ul style="list-style-type: none"><li>• Subscription payments</li><li>• Gift Aid declarations</li><li>• Bank details</li><li>• Age (for concessions)</li><li>• Disability (safety evacuation plans)</li></ul>
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We check what data we have on members every seven years and remove it if we no longer need it. If you leave the Addison Singers, we'll keep in contact with you unless you decide to unsubscribe. Otherwise we will stop using the data and delete it after seven years unless we need to keep it (e.g. for financial reporting, gift aid donations).

For choir trips we also collect the following data:

- Medical information
- Disability

The following data is sometimes volunteered to us for choir trips eg to arrange hotel bookings. We do not ask for it but if the choir member wishes us to collect it we will do so if it is given to us

- Marital status
- Sexual orientation

Data collected for choir trips is deleted within six months of the end of the trip. We would only keep it thereafter if it was relevant to on-going correspondence eg a complaint to the hotel. It would be deleted within six months of the end of such correspondence.

### **What do we use it for?**

Any of the information listed in the first box above might be needed to manage your membership with the Addison Singers and to organise and run our activities. We won't use this data for anything else unless you give us your active consent for that additional use.

Any of the information in the second and third box above is gathered to organise and run choir tours.

We also have email groups for the various choirs. Choir members may send around marketing and promotional offers relating to music eg concerts or workshops held by other choirs. We also send marketing and promotional offers about the Addison Singers to current and former members. We will always include opt-out options on all such communications. You can withdraw your consent at any point by using the unsubscribe link in the email.

### **Do we share your data with anyone else?**

- We will provide a member's name and contact information to the track and trace service if our register shows they attended a rehearsal or class with someone the service tell us has tested positive for Corvid 19. Otherwise we will never give your data to third parties for that third party to use.
- We will sometime use third party services (e.g. Google Drive) to store or process your data. If stored out of the European Economic Area we will ensure it is covered by an appropriate privacy shield approved by the European Union. We will always make sure that they are reputable and secure, and that your data is kept safe.
- If another member of the Addison Singers asks for your contact details we will only ever share them if you consent.

## **What can you ask us to do?**

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it or pass it to another controller. To request any of these, please contact the Governance Trustee who will respond within one month. (Trustees are listed on the website.) Complaints may be made to Trustees via the Governance Trustee or (as an alternative) any other Trustee. Complaints may also be made to the Information Commissioner's Office <https://ico.org.uk/make-a-complaint/>.

## **I've got a question– who should I speak to?**

The best person to speak to is the Governance Trustee (Anne Steele 07710 347 341 or [addisongovernance@gmail.com](mailto:addisongovernance@gmail.com))