



## *PRIVACY NOTICE*

### **What is this guide for?**

Whenever we need to collect any of your data, we will let you know at that point *why* we need to do so and *what* it will be used for, but this guide provides a useful overview of all those situations and provides more detail on how we keep your data secure and up to date, how long we might hold it for and what your rights are in relation to it.

Dacorum Community Choir (DCC) is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulations (GDPR).

### **Who is responsible for the data which the Choir collects?**

DCC is a Data Controller under the GDPR. The Choir's Data Protection officer is the Chair of the Committee, who can be contacted using the Choir's website or by email at [dacorumcommunitychoircontact4@virginmedia.com](mailto:dacorumcommunitychoircontact4@virginmedia.com).

### **What data do we collect and what do we use it for?**

DCC collects data from individuals which will help us plan, organise and run day-to-day operations (e.g. co-ordinating rehearsals or collecting subscription payments) and to promote/market the group's activities (e.g. mailing lists, photography or video capture).

### **For Administering Membership:**

When you join the Choir as a member, or during your membership with us, we may need to collect some of the following information:

Name	Gift Aid Declarations
Email address	Age/gender
Phone number	Address
Emergency contact details	

This data will be kept by the Membership Secretary and will be used by Committee members to manage your membership with DDC.

Additionally, the Music Librarian, under formal authorisation from the Committee, will have access to the members' email database solely to facilitate the distribution of music for rehearsal and performances.

It will be stored for the duration of your membership.

### **Marketing and Promotion:**

We offer existing members the opportunity to sign up (consent) to receive marketing and promotional information on the Choir's activities (e.g. emails about forthcoming events). New members will have the same opportunity included in the application form.

We will **only** send you information that is related to the Choir (e.g. we will not use your data to send you marketing messages from third parties).

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

We will never pass on your details to third parties for marketing or any other purposes.

Names and contact details (e.g. of Committee members) will never be given out in any form of promotional material unless with specific consent on a case-by-case basis.

### **Use of Photos/Video**

Under GDPR photos can be considered personal data if individuals can be identified. Having photographs/videos of choir performances can be considered as a legitimate interest and a reasonable way to promote choir activities, meaning that obtaining individual consent is not necessary as long as the rights, interests and freedoms of any individuals are not at significant risk.

We will, therefore, adhere to the following guidelines:

- We will not seek individual permission for photos/video to be taken at performance venues under "legitimate interest", but will endeavour to inform members when this takes place.
- We will not use names in photograph captions without prior permission.
- We will not use close-ups of individuals without consent.
- We will not include children in our promotional material without prior appropriate permission from parent/guardian. Where photographs of

children cannot be avoided as part of a larger photograph, we will avoid identification by using soft focus/long shots/backs of heads etc.

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