

The Waynflete Singers General Data Protection Regulation 2018

Privacy Statement

The new General Data Protection Regulation (GDPR) comes into force on 25th May 2018 replacing the UK Data Protection Act. These changes to the law affect how the Waynflete Singers may hold and process personal information and use it to communicate with you.

This statement outlines the Waynflete Singers' responsibilities for data handling, the ways in which we safeguard the privacy of all personal data, and the individuals' rights under the GDPR.

The Waynflete Singers' Roles and Responsibilities

The Waynflete Singers hold some or all of the following personal data on its Members, Friends and supporters:-

- Name
- Postal address
- Telephone numbers
- Email address
- Financial Transactions
- Members' attendance at rehearsals, concerts and workshops
- Correspondence

Additionally, there may be group photographs of Members in rehearsals and concerts on the web site and within programmes. This information is only used for The Waynflete Singers' purposes and is never revealed to third parties, without Members' express consent.

This personal data is held in both print and computer forms.

The handling of personal data is restricted to designated Waynflete Singers committee members and office holders who need access to the data in order to carry out their duties, and who have agreed to adhere to the principles stated in this statement. There is also the possibility that your **names only** may be passed to third parties, such as box offices for priority booking requirements; concert programmes; and security requirements at external venues.

The Membership Secretary is the first point of contact for any questions relating to Data Protection. The Membership Secretary, together with other members of the committee and office holders, is responsible for how your personal data is handled.

Data Protection Principles

- We only collect and hold essential data which is supplied by you and which we need to operate. This includes title, name, postal address, email address and telephone number(s)
- We lawfully process your personal data in accordance with the GDPR
- Personal data is used solely in the administration of our society and in communicating with you for these purposes

- All electronic data files are held within password-protected and appropriately secure environments
- All paper documents are stored with appropriate security
- We aim to keep our records as accurate as possible and you may update your personal data at any time
- Data will be retained for no longer than 12 months after a Member's or Friend's involvement with the Waynflete Singers has ceased.
- The Waynflete Singers does not disclose personal data to any third party, except with your explicit consent

Your rights under the General Data Protection Regulation (GDPR)

We process personal data in accordance with individuals' rights under the GDPR.

You may contact the Membership Secretary at any time to check what personal data we hold and how we use it. Under the GDPR this is known as a Subject Access Request and the Waynflete Singers will respond within 30 days of a request being made.

You are entitled to:

- Obtain a copy of your personal data to check its accuracy and relevance
- Amend your personal data
- Change your consent and your preferred method of communication
- Be informed of any breach in data security i.e. data loss or unauthorised data usage
- Request that personal data is erased from our records
- Complain about how your personal data is being used

If you consider that your data is being handled incorrectly, you may also complain to the UK Information Commissioner's Office (ICO). Visit www.ico.org.uk for details on how to do this.

This Privacy Statement can be accessed on the website www.waynfletesingers.org.uk

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