**Bristol Cabot Choir – Privacy notice**

Bristol Cabot Choir 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).

This notice sets out what data we collect, what we use it for and how we look after it.

**Who’s responsible for data the group collects?**

Bristol Cabot Choir is a Data Controller under the GDPR. Bristol Cabot Choir ’s Data Protection Officer is Jessica Slack who can be contacted at treasurer@bristolcabotchoir.org

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

Bristol Cabot Choir collects data from individuals to help us plan, organise and run the day-to-day operations of the group (e.g. co-ordinating rehearsals or collecting subscription payments) and to promote and market the group’s activities (e.g. marketing mailing lists and photography/video capture).

**Members: for administering membership**

When you join Bristol Cabot Choir as a member, or during your membership with us, we will collect the following information about you:

* Name
* Email address
* Phone number
* Gift Aid declaration
* Your voice part

If you complete a Gift Aid declaration we will also collect your address. Once you become a member we will also create and hold information about your membership and fee status.

[Do we collect anything else eg emergency contact details? Is this consistent with what we ask new members to fill in, if not we need to make it consistent. There is LOTS of other info we could collect but I don’t think we need it, and we should only collect what we actually need.]

This data will be used by committee members to manage your membership with Bristol Cabot Choir and to organise and run our activities. Specifically, we use email to communicate with members about rehearsals and concerts, and to administer fees and music hire.

You can also provide additional information on your profile in the Making Music website; this will be available for other members to see and is entirely voluntary.

**Event attendees: for processing and managing tickets for events**

Where our events are ticketed, we need to collect data on the person booking (name and email) in order to allow you access to the event and to send you a confirmation of your reservation/purchase.

This data will only be used for administering your access to the event/s for which you have booked and will *not* be used to send you marketing/promotional messages from the group unless you have also provided your consent to receive these (see below).

**Suppliers / Performers**

If you are a supplier or contractor to us (usually as a performer) we will need your name, address, email and bank details in order to process invoices and payments to you. This information is held in a secure Dropbox folder with access limited to the Treasurer, Chair and Secretary.

**Mailing list subscribers: for marketing and promotion**

We offer everybody the opportunity to sign up (consent) to receive marketing and promotional information on the group’s activities (e.g. emails about forthcoming events).

When you sign-up to our marketing mailing list we will ask for your name and email address and will use this data to send you information about our events and activities (e.g. forthcoming performances, social events and fundraising events). We may also ask for your preferred topics and communication methods. These allow us to tailor the information we provide to suit your preferences (e.g. email vs post).

We will *only* send you information that is related to the group (e.g. we will *not* use your data to send you marketing messages from 3rd parties).

Anything we send you will include a clear option to withdraw your consent (e.g. to ‘opt out’ of future emails) and you can also do so at any time by contacting the Data Protection Officer.

**Website visitors: for running and improving our website**

We use cookie technology when a person visits our website to collect and analyse *anonymised* data on how many people have visited, what pages they have looked at and other statistical information.

We also use cookies to allow members to log in and out in order to view our members-only section.

We use a pop-up banner to let users know about this on their first visit, and they can at any time disable cookies in their browser if they do not wish their (anonymised) data to be tracked.

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

We will never pass on your data to any other parties without your consent. Please note that if you consent to Gift Aid, then you also consent to us sharing your name and address with HMRC as we cannot process Gift Aid without doing this.

We do use third parties to store and process membership data:

* In the membership database within the Making Music platform, which is pwned by Harmony site. More information about their data practices can be found here: <https://www.makingmusic.org.uk/making-music-platform-data-agreement>
* A cloud-based backup, currently Dropbox.

We will always make sure any third parties we use are reputable, secure, and process your data in accordance with your rights under GDPR.

**How do we keep your data secure?**

* Electronically-held data will be held within a password-protected and secure environment
* Passwords for electronic data files will be re-set each time an individual with data access leaves their role/position
* Access to data will only be given to relevant trustees/committee members/contractors where it is clearly necessary for the running of the group. The Data Protection Officer will decide in what situations this is applicable and will keep a master list of who has access to data

**How can you update your data?**

You can update your contact details via the membership area of the Making music website or by emailing webmaster@bristolcabotchoir.org

**How long we will hold your data?**

The Bristol Cabot Choir data retention policy is to review all data held on individuals at least every two years and remove data where we no longer have a legitimate reason to keep it (i.e. where a member has left and does not want to remain on a mailing list)

Where you have withdrawn your consent for us to use your data for a particular purpose (e.g. unsubscribed from a mailing list) we may retain some of your data for up to two years in order to preserve a record of your consent having been withdrawn.

**What rights do you have?**

Under the GDPR, you have the following rights over your data and its use:

* The right **to be informed** about what data we are collecting on you and how we will use it
* The right of **access** - you can ask to see the data we hold on you
* The right to **rectification** - you can ask that we update or correct your data
* The right to **object** - you can ask that we stop using your data for a particular purpose
* The right to **erasure** - you can ask us to delete the data we hold on you
* The right to **restrict processing** - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated
* Though unlikely to apply to the data we hold and process on you, you also have rights related to **portability and automated decision making** (including profiling)

All requests related to your rights should be made to the Data Protection Officer. We will respond within one month.

You can find out more about your rights on the [Information Commission’s Office website](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/)

**What will we do if anything changes?**

If we make changes to our privacy statements or processes we will post the changes here. Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, will we ask for your consent to continue processing your data after these changes are made.