

# Billingshurst Choral Society

## Privacy Policy (How we use your data)

In the course of its activities Billingshurst Choral Society (BCS) collects personal information from a range of different people. This statement describes how this information is collected, and how the privacy of that information will be protected.

Terms used - Membership year/Season = September to August

### Your personal information

1. As a society, we collect information which is classed as personal data from a range of people: members, patrons, friends, audience members and musicians. Personal data is information that can be used to help identify an individual.
2. The specific personal data that we may collect from you is:

Your name and title  
Your home address (members and patrons only)  
Your phone number and/or mobile number  
Your email address  
Skills which you offer to help with running the Society

For a limited number of people we collect bank details to be able to make payments for expenses or for services provided.

3. Information about members, patrons and friends is collected via annual membership forms either when joining the Society, or when renewing the annual membership subscription. Information about audience members is collected through occasional questionnaire forms. These forms include giving permission for the Society to send you emails relating to the activities of the Society.
4. Under the terms of the General Data Protection Regulations (GDPR) 2018, we are required to have a lawful basis for collecting your information. In accordance with these regulations our lawful basis is 'consent' – that is, we obtain positive consent from you for us to do so.

### Use of personal information

5. (i) Your details are only used for the purposes of the Society.
- (ii) Data is shared within the Society as follows:

Phone and mobile numbers and email addresses of BCS members  
All members of the Committee (all members)  
Voice Reps (members in their voice part)  
Home addresses of BCS members  
Membership Secretary and Treasurer  
Details of Patrons and Friends

Patrons and Friends secretary, and Treasurer  
Bank account details  
Treasurer

Data will not be shared with other members of the Society unless you have been asked for permission for this to happen.

- (iii) This information, principally your email address, is used to enable us to contact you about the activities of the Society including rehearsal and concert information, fundraising activities and other social events being organised by the Society.
  - (iv) Your phone number and/or mobile number is normally only used to contact you if information needs to be circulated at short notice e.g. adverse weather requires a rehearsal to be cancelled.
  - (v) Your title, name and home address is used to help us claim Gift Aid if you have signed the Gift Aid declaration on the membership form.
- 6.
- (i) The information for the current membership year is held in both paper and electronic form by the membership secretary.
  - (ii) The information for Patrons and Friends is held in both paper and electronic form by the Patrons and Friends secretary.
  - (iii) The information collected from audience members is held by the Honorary Secretary.
  - (iv) The membership details from the previous season are retained in electronic form for the first term to facilitate the correct transfer of information from one membership year to the next. Once the database for the current season is completed the membership database for the previous year will be deleted.
  - (v) The paper forms for members who have made a Gift Aid declaration are used by the Treasurer to make the Gift Aid declaration as required by HMRC. These are then kept for four years by the Membership Secretary.
  - (vi) The paper forms for any members who have not signed a Gift Aid declaration are kept until the end of the following membership year (e.g. the membership forms for 2016/17 are kept until the end of the 2017/18 season).
  - (vii) If a member does not renew their membership during the Autumn term, or leaves during the year, they will be contacted (normally via email) to ask if they give permission for their details to be transferred to a former members database. The purpose of this database is to maintain contact with former members so that they can continue to receive information about concerts and social activities, be invited to rejoin the Society or to sing with the Society on particular occasions. This data will be kept for a maximum of five years from the date the member leaves the Society or until a request is received to delete this information.
  - (viii) If a previous member does not wish to be included on the former members database their details will be taken off the electronic membership database and the paper forms retained as given under clauses (iv) and (v).

- (ix) If a member subsequently rejoins the Society they will be asked to complete a new membership form so that their current details can be added to the membership database. Any details that have been retained on the former members database under clause (vi) will then be deleted.
  - (x) Information collected from Audience members will be kept for a maximum of two years or until a request is received to delete this information
7. (i) Emails are sent using the MailChimp website. For this purpose the email addresses kept on the membership and former members databases are stored on this website. It is not possible for other members of the Society to see the email address of other members on any emails we send.
- (ii) If a member leaves the Society and:
- I. agrees to have their details transferred onto the former members database, they will remain subscribed to emails from the MailChimp website
  - II. does not wish to have their details transferred onto the former members database, they will be unsubscribed from the email list.
- (iii) It is possible for a member to unsubscribe themselves so that they no longer receive emails from the Society.
- (iv) Email addresses of any 'unsubscribed' members will be retained on the MailChimp website until the end of the season. If a member does not subsequently return at the start of the next season their email address will be deleted from the list on the MailChimp website.

### **Your rights**

8. (i) You have the right to ask to see what current information we hold about you. We will aim to do this within one month of a request.
- (ii) You have the right to have the information we hold about you corrected, if it is incorrect.
- (iii) You have the right to request that the information is deleted unless it is information that we have to hold for a regulatory purpose e.g. for Gift Aid purposes.

### **Making contact**

Further details about the processing of personal information can be obtained by contacting the Hon. Secretary of Billingshurst Choral Society, through the Contact Us page of the BCS website at [www.billingshurstchoralsociety.org](http://www.billingshurstchoralsociety.org).