



## DATA PROTECTION PRIVACY NOTICE

### **What is the Privacy Notice for ?**

Whenever Wincanton Choral Society (WCS) needs to collect your data, WCS will let you know at that point why the data is needed, and what it will be used for. This document provides a useful overview of all of those situations, and provides more detail on how WCS keeps your data secure and up to date, how long we might hold it for, and what your rights are in relation to it.

WCS is committed to protecting your personal data, and will use any personal or sensitive data collected in line with the General Data Protection Regulations (GDPR).

### **Who is responsible for data WCS collects ?**

WCS is a Data Controller under GDPR. WCS's Data Protection Officer can be contacted via [wcsmembers@yahoo.com](mailto:wcsmembers@yahoo.com).

### **What data does WCS collect, and what is it used for ?**

WCS collects data from individuals to help us plan, organise, and run its day-to-day operations. (e.g. co-ordinating rehearsals or collecting 'subs' payments). Also to promote and market WCS activities (e.g. marketing, mailing list, and photography/video capture).

### **Members: for administering membership**

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

<ul style="list-style-type: none"><li>• Name</li><li>• Email address</li><li>• Phone number</li><li>• Address</li><li>• Emergency contact details</li><li>• Medical information</li></ul>	<ul style="list-style-type: none"><li>• Gift Aid Declarations</li><li>• DBS checks</li><li>• Photos/video footage</li></ul>
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This data will be used by the trustees to manage your membership with WCS and to organise and run activities.

If you give WCS your consent to do so, WCS may also use your contact details to send you marketing/promotional communications.

Any marketing/promotional communication sent to you by WCS will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails), and you can also withdraw consent at any point by contacting the trustees.

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

Where WCS events are ticketed, WCS needs to collect data on the person booking (name and email address) in order to allow the attendees access to the event, and to send confirmation of the reservation/purchase. This data will only be used for administering access to events which have been booked, and will not be used to send marketing/promotional messages from WCS unless the attendee has also provided consent to receive these.

### **Employees and contractors: for admin and legal/regulatory purposes**

WCS may need (for administration and legal/regulatory purposes) to collect personal or sensitive data on employees or contractors of WCS. Where this is the case, WCS will explain what this is for at the point of collection.

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

WCS offers everybody the opportunity to sign up (consent) to receive marketing and promotional information on WCS activities (e.g. emails about forthcoming events).

When somebody signs up to WCS marketing mailing lists, the following details will be asked for:

- Name
- Email address
- Phone number
- Address if email address not supplied

WCS will use this data to send out information about WCS events and activities. Preferred topics and communication methods may also be asked for. This data allows WCS to tailor the information provided to suit the user's preferences (e.g. email vs post).

WCS will only send information that is related to WCS (e.g. we will not use the data to send out marketing information from third parties, unless relevant, like other musical events)

Anything sent out by WCS will include a clear option to withdraw consent (e.g. to 'opt out' of future emails).

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

WCS will never pass your details on to third parties.

WCS sometimes uses a third-party service to process data (e.g. Mailchimp for the Choir's website). WCS will always make sure any third parties are reputable, secure, and process data in accordance with your rights under GDPR.



## **Are there special measures for children's data**

We do not knowingly collect or store personal data about children.

## **How can you update your data ?**

You can contact WCS at any time at [wcsmembers@yahoo.com](mailto:wcsmembers@yahoo.com) to check or correct the data held by WCS.

## **How long will your data be held ?**

The WCS data retention policy is to review all data held on individuals at least every two years, and remove data where WCS no longer has a legitimate reason to keep it.

Where your consent has been withdrawn for WCS to use your data for a particular purpose (e.g. unsubscribe from a mailing list) WCS may retain some of your data for up to two years only 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 WCS is collecting on you and how it will be used.
- The right of access - you can ask to see the data WCS holds on you.
- The right to rectification - you can ask that WCS updates or corrects your data.
- The right to object - you can ask that WCS stops using your data for a particular purpose.
- The right to erasure - you can ask WCS to delete the data we hold on you.
- The right to restrict processing - you can ask that WCS temporarily stops using your data while the reason for its use or accuracy is investigated.
- Though unlikely to apply to your data WCS holds and processes 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 via [wcsmembers@yahoo.com](mailto:wcsmembers@yahoo.com). WCS will respond within one month.

## **What will WCS do if anything changes ?**

If WCS makes changes to the privacy statement or processes, WCS will ensure members are advised. Where the changes are significant, WCS may also choose to email individuals affected with the new details. Where required by law, WCS will ask for your consent to continue processing your data after these changes are made.

## **Use of Cookies**

### **What are 'cookies' ?**

'Cookies' are small text files that are stored by the browser (for example, Internet Explorer) on your computer or electrical device. They allow websites to 'remember' you for a period of time so that they can store things like user preferences and make the website quicker and easier for you to use.

### **How does WCS website use cookies ?**

A visit to a page on the WCS website may create Anonymous analytics cookies.

### **Anonymous analytics cookies**

Every time someone visits the WCS website, software provided by other organisations (e.g. WordPress) generates an 'anonymous analytics cookie'.

These cookies can tell WCS whether or not a viewer has visited the site before, and what pages were visited. Your browser will tell us if you have these cookies, and if you don't, WCS generates new ones. This allows WCS to track how many individual users there are, and how often they visit the site. WCS uses them only to gather statistics, for example, the number of visits to a page, to help WCS identify if visitors would benefit from more information about a particular area.

### **How do I turn cookies off ?**

It is usually possible to stop your browser accepting cookies, or to stop it accepting cookies from a particular website. All modern browsers allow you to change your cookie settings.

*Wincanton Choral Society*