

## **DATA PROTECTION POLICY:**

### **1. Definitions**

- 1.1 Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper and includes images and audio recordings as well as written information.
- 1.2 Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

### **2. Responsibility**

- 2.1 Overall and final responsibility for data protection lies with the management committee, who are responsible for overseeing activities and ensuring this policy is upheld.
- 2.2 All members are responsible for observing this policy, and related procedures, in all areas of their work for the chorus

### **3. Overall policy statement**

- 3.1 Lace City Chorus needs to keep personal data about its members, to carry out chorus activities. Including renewal of SAI subscriptions, claiming Gift Aid from HMRC (where applicable) and registrations for conventions in the UK and US
- 3.2. We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the UK General Data Protection Regulation (GDPR) and other relevant legislation.
- 3.3 We will only collect, store and use the minimum amount of data that we need for clear purposes, and will not collect, store or use data we do not need.

### **4. We will only collect, store and use data for:**

- purposes for which the individual has given explicit consent, or
- purposes that are in our group's legitimate interests, or
- contracts with the individual whose data it is, or
- to comply with legal obligations, or
- to protect someone's life, or
- to perform public tasks.

5. We will provide individuals with details of the data we have about them when requested by the relevant individual.

6. We will delete data if requested by the relevant individual, unless we need to keep it for legal reasons.

7. We will endeavour to keep personal data up-to-date and accurate.

8. We will store personal data securely.

9. We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.

10. We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.

11. We will endeavour not to have data breaches. In the event of a data breach, we will endeavour to rectify the breach by getting any lost or shared data back. We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.

12. To uphold this policy, we will maintain a set of data protection procedures for members to follow.

#### 4. Review

This policy will be reviewed every two years.

**Date**.....24 JULY 24.....  
**Signature** (Team Coordinator) .....*J. Bellard*.....

**Signature** (Secretary).....*M. Pamington*.....



**Appendix 1**

**General Data Protection Regulation Consent Form**

**NAME: (block capitals)** .....

I give consent for the Lace City Chorus to hold my contact information, including email and postal addresses, telephone numbers, voice part, day and month of birth and optional details of significant other as well as a photo. This information is stored on Groupanizer and is accessible to all Lace City members upon use of their password.

This information, together with Sweet Adelines Membership numbers and renewal details is also held by Region 31 of Sweet Adelines International and by Sweet Adelines International Headquarters in Tulsa, OK, US. This information is all password-protected.

I also give consent for my name, postcode and subscriptions paid to be used to claim Gift Aid from HMRC (where applicable) and my financial information to be used to secure accommodation for International Conventions which are generally in the USA.

I understand that my data is used by the Lace City Chorus to communicate with me by email, phone or post and to register me for Conventions in the Region and in the USA.

I understand that if I am performing with the chorus, photographic and film images will be taken and used for coaching and PR purposes.

Please tick here if you wish to opt out.

I understand that the Lace City Chorus will only hold my personal data until I cease to be a member of the Chorus or request, by applying to the Membership Team, that it be erased and that it will not be passed on to any third party other than the abovenamed.

I have read and understood the Lace City Chorus Privacy Policy and give my consent to the above

**SIGNATURE:** .....

**PARENTAL SIGNATURE (FOR MEMBERS UNDER THE AGE OF 18):**

**DATE:** .....