

DATA PROTECTION PROCEDURES

1. Introduction

- 1.1 Lace City Chorus has a data protection policy which is reviewed regularly. To help us uphold the policy, we have created the following procedures which outline ways in which we collect, store, use, amend, share, destroy and delete personal data.
- 1.2 These procedures cover the main, regular ways we collect and use personal data. We may from time to time collect and use data in ways not covered here. In these cases, we will ensure our Data Protection Policy is upheld.

2. General procedures

- 2.1 Data will be stored securely. When it is stored electronically, it will be kept in password protected files. When it is stored online in a third-party website (e.g. Groupanizer and/or Google Drive) we will ensure the third party comply with the UK GDPR. When it is stored on paper it will be filed carefully in a locked filing cabinet.
- 2.2 When we no longer need data, or when someone has asked for their data to be deleted, it will be deleted securely. We will ensure that data is permanently deleted from computers, and that paper data is shredded.
- 2.3 We will keep records of consent given for us to collect, use and store data. These records will be stored securely.

3. Groupanizer

- 3.1 We have assurance that Groupanizer complies with the UK GDPR, see the link below, this confirms that it is GDPR compliant and explains the use of cookies. It is a highly secure platform.
<https://www.termsfeed.com/privacy-policy/4e5c9c98e05562c8a396630006a174a8?fbclid=IwAR3y3DCIxtLU6fqJMui1XHo6nNi5hHHhj1d5N8xn2e6briDmsFbUdSapiEc>
- 3.2 We will hold on to this platform 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 photograph. This information is accessible to all Lace City members upon use of their password. When someone leaves the chorus or a candidate does not join formally, with their consent we hold their contact details in a secure location (High Privacy) not as part of the membership numbers.

- 3.3 When people join Lace City Chorus we will explain and seek explicit consent how their details will be used, how they will be stored, and that they may ask to be removed from the list at any time.
- 3.4 This information together with Sweet Adeline International membership numbers and renewal details is also held by Sweet Adeline International, both Region 31 and in the USA in Tulsa OK. The information is all password protected.
- 3.5 We also use specific data to claim Gift Aid from HMRC where applicable.

4. Use of Google GDPR compliance not confirmed.

- 4.1 From time to time, Google polls will be utilised to gather information regarding specific events such as attendance at convention and hotel travel intentions. This aggregated information may be discussed at Management Team meetings or of a subgroup meeting to help with planning and decision making. This data is deleted or safely destroyed when no longer needed.

5. Photographic and Video Images

- 5.1 We will seek explicit consent for the use of photographic and video images and may use these images via the private Facebook site and other social media platforms.
This personal data will be stored securely in a password protected file

6. Other sources of personal data and storage

- 6.1 Diamond Members are previous members of Lace City Chorus who have been awarded Diamond membership status. This membership list is maintained and held securely on a personal computer in a password protected file.
- 6.2 From time-to-time physical sign in sheets will be used to expedite the collection of individuals opt in information for events, this will be collected at a rehearsal and secured by the event lead We will minimise the use of sign in sheets and will use a google poll in preference.

7. Review

These procedures will be reviewed every two years.

Date 24 July 24
 Signature (Team Coordinator) [Signature]
 Signature (Secretary) [Signature]