

## DATA PRIVACY POLICY

### Richmond Station Singers

#### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

#### 2. Who are we?

The Station Singers Management Committee decides how your personal data is processed and for what purposes.

#### 3. How do we process your personal data?

The Station Singers Management Committee complies with its obligations under the "GDPR" by keeping personal data up to date; by storing it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure, and deleting and destroying in a timely manner.

We use your personal data for the following purposes: -

- To administer membership records
- To maintain our own accounts and records
- To inform you of registration, rehearsals, concerts, and activities of the Station Singers
- To inform you occasionally about other local choir events in which you may be interested
- To administer the bursary scheme
- To manage our workers and volunteers

#### 4. What is the legal basis for processing your personal data?

Your explicit consent is needed so that we can administer the Choirs' affairs and keep you informed about registration, rehearsals, concerts, and activities of the Station Singers

#### 5. Sharing your personal data

Your personal data will be treated confidentially. It will only be shared with other members of the Committee for purposes connected with the Station Singers Choirs. We will not share your data with third parties outside of the Station Singers.

#### 6. How long do we keep your personal data

We retain:

- contact details for current members
- financial records and associated paperwork for 6 years after the financial year to which they relate
- attendance records for the current year and previous two years
- contact details for lapsed members for the current year and previous two years

## **7. Your rights and your personal data**

On a termly basis we will show you the data we hold about you and request you check it for accuracy. If your details change in the meantime, we request you inform us immediately. We will then make any changes.

*You may at any time:*

- request a copy of your personal data
- request we correct any personal data found to be inaccurate or out of date

*On leaving the Station Singers you may:*

- request your personal data is erased within six months, other than statutory financial records

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will inform you and seek your prior consent.

## **9. Contact Details**

If you have any queries or complaints please discuss with your Choir Membership Secretary or contact the Station Singers Management Committee at [info@richmondstationsingers.co.uk](mailto:info@richmondstationsingers.co.uk)