

## DATA CONTROL GUIDELINES

### Richmond Station Singers Management Committee

**Data is held** by the following Committee members:

Musical Director	<i>Master copies of membership details</i>
For each choir – Membership secretary, librarian, and assistant librarian	<i>Choir membership details and attendance records</i>
Treasurer	<i>Financial records and lists, including workers</i>

Data can be accessed by all the above personnel, and some is observed by the Examiner to the Accounts.

#### **Security**

*Paper Membership/ Consent forms* are kept in a safe place in a house that is normally locked, unless in transit to and in use at choir.  
Old/ inaccurate forms will be shredded or otherwise destroyed.

*Spreadsheets* are kept on computers or other devices that are password protected.  
Old spreadsheets will be deleted two years after the current year.

*Emails* with attachments containing these spreadsheets will be deleted when saved.  
After sending an acknowledgement to the sender, the sender will then delete the email from their sent items.

Group emails will be sent as bccs to preserve confidentiality.  
Contact details will not be given out without prior consent.

*Attendance records* will be archived for the current year and previous two years.

#### **Breach of security**

The other Management Committee Members will be informed as soon as possible.  
They will discuss the action to be taken, with a view to informing relevant choir members.