Sounds Familiar Community Choir
Data Protection Policy

1. Introduction

Sounds Familiar Community Choir needs to collect and use personal information about our choir members for the smooth running of the choir. This personal information is collected and dealt with appropriately whether it is collected on paper, stored on a computer database, or recorded on other material and there are safeguards to ensure the protection of individual's information to ensure compliance with the European General Data Protection Regulation (GDPR).

Information will be stored for only as long as it is needed and will be disposed of appropriately.

2. Disclosure

Sounds Familiar Community Choir may share data with choir members, other agencies such as the local authority, funding bodies and other voluntary agencies. The Member will be made aware, in most circumstances, how and with whom their information will be shared. There are circumstances where the law allows Sounds Familiar Community Choir to disclose data (including sensitive data) without the data subject's consent.

Sounds Familiar Community Choir regards the lawful and correct treatment of personal information as very important.

Sounds Familiar Community Choir intends to ensure that personal information is treated lawfully and correctly.

To this end, Sounds Familiar Community Choir will adhere to the Principles of Data Protection, in compliance with the European General Data Protection Regulation (GDPR)

Specifically:

1) Personal information is collected on Membership Forms annually in February.

2) Full membership information is stored by two members of the Committee, the Secretary and the Membership Secretary.

3) Paper copies of the membership forms are stored by the Membership Secretary in a safe and secure manner.

4) Permission is sought from members annually to share their information on a membership list. This list is updated and circulated once per year. Individual's information will be removed should they leave the choir or not continue to give permission for their data to be shared at Membership renewal each year.

5) Members who have declined to have their information shared will only have their name included in the shared Membership list.

6) Members may request changes to their information at any time to the Committee Member responsible for keeping membership records, this information will be disseminated to the Secretary. However, changes will only be applied to the shared membership list annually.

7) Choir members are requested to treat the membership list with respect to ensure other people's data is kept safe.

8) Sounds Familiar Community Choir communicates with members via e-mail, appropriate actions will be taken to keep member's information secure.

9) Choir members may opt to join the online WhatsApp groups to receive music electronically, in this case their mobile telephone number is added to a group for each section of the choir by each Section's WhatsApp admin member. In addition, there is a WhatsApp group for Committee Members.

10) Paper membership forms are shredded once no longer required, when a member leaves the choir or when a new annual form is received.

Date 31/10/18

Signatures:
(Chair) ..... (Secretary) .....

Print Name SUE LEE CHRIS BUSH.