

GDPR Policy

In order to comply with the **General Data Protection Regulation (GDPR) 2018** listed below is the information that the choir hold on any member and how that data is managed and protected.

1. The following information is requested from any member who joins the choir
 - a. Full Name
 - b. Music Reader (*optional*)
 - c. Male/Female (*optional*)
 - d. Soprano/Alto/Tenor/ Bass (*optional*)
 - e. Date of application
 - f. Email address
 - g. Home telephone number
 - h. Mobile number
 - i. DOB (*optional*)

Some information requested is used to place people into the correct singing group within the choir. The birthdate is to enable the choir to recognise and celebrate any birthdays within the choir.

2. The following information is **retained within a spreadsheet held by the choir secretary and WebMaster** in order to construct an electronic mailing list and an emergency contact list.
 - a. Full Name
 - b. Email address
 - c. Soprano/Alto/Tenor/ Bass
 - d. Mobile number (and if a whatsapp user)
 - e. Home telephone number
 - f. DOB

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3. Any data held is only used solely for the purposes outlined above and is not held on our website or given to any third party outside of the choir for use of marketing or other activity.
4. Any data held is only that freely given by an individual on joining or at any point such as an annual record check to ensure any data held is current.
5. No children are members of the choir and no data is held on any individual under the age of 18.
6. Members are free at any point to request access to any data held on them by the choir. This information is free and will be supplied on a timely basis.
7. Any members who formally resign from the choir will have any data held deleted within a month. Members who do not attend for an unnotified period of 3 months will have their details deleted.
8. Records of committee meetings will be held electronically by the secretary these will detail members at the time and will be retained for a maximum of 3 years to act as a reference archive for current members. After this point they will be deleted. Other reference documents such as the constitution will include details of the people who signed off the document until a revision is approved.
9. This policy will be reviewed annually to ensure compliance with GDPR.

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By signing this agreement, you are giving consent for Singers Rechoired to keep and use your information as described above.

Signed

Full Name (Please Print)

Date

Please note that once the Secretary receives your signed agreement, the hard copy will be scanned and held electronically as described above, the hard copy will then be shredded and disposed of securely.