Data protection privacy policy

**Stourport Choral**

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| Updated | 27 May 2018 |

Definitions

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| **Choir** | means Stourport Choral, a registered charity |
| **GDPR** | means the General Data Protection Regulation |
| **Register of Systems** | Means a register of all systems or contexts in which personal data is processed by the Choir |

1. **Data protection principles**

The Choir is committed to processing data in accordance with its responsibilities under GDPR.

**Article 5 of the GDPR** requires that personal data shall be:

1. processed lawfully
2. collected for specified, explicit and legitimate purposes
3. adequate, relevant and limited to what is necessary
4. accurate and, where necessary, kept up to date
5. kept in a form which permits identification of data subject for no longer than is necessary
6. processed in a manner that ensures appropriate security of the personal data
7. **General provisions**
	1. This Policy applies to all personal data processed by the Choir.
	2. This Policy shall be reviewed at least biennially.
8. **Lawful, fair and transparent processing**
	1. To ensure its processing of data is lawful, fair and transparent, the Choir shall maintain a Register of Systems.
	2. The Register of Systems shall be review at least biennially.
	3. Individuals have the right to access their personal data and any such requests made to the Choir shall be dealt with in a timely manner.
9. **Lawful purposes**
	1. All data processed by the Choir will be on the basis of consent and used for administration and contact purposes only. Personal data collected on joining or during membership includes, but is not restricted to Name, Address, Telephone numbers and email address and will be for contact and for administrative purposes including recording rehearsal attendance, subscription payments and any other payments or donations and for the administration of Gift Aid if appropriate.
	2. Contact data will be used for administering ticket sales and promotion of the Choir, this will only be used for promotional purposes.
	3. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
10. **Data minimisation**
	1. The Choir shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
11. **Accuracy**
	1. The Choir shall take reasonable steps to ensure personal data is accurate.
	2. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.
12. **Archiving/removal**
	1. To ensure that personal data is kept for no longer than necessary, the Choir shall remove it when we no longer have a legitimate reason to keep it, usually within 3 years of an individual leaving the Choir. Members who have left the Choir or are occasional participants who wish to maintain contact will be required to provide authorisation via email, for this purpose the minimum amount of personal data will be held.
13. **Security**

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data, the Choir shall promptly assess the risk to people’s rights and freedoms and if appropriate report this breach to the Information Commissioner’s Office.

END OF POLICY

Reviewed On: October 2022 by Committee member Glyn Casey

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