



## Why do we need your data?

We need to collect and store some of your details, for example your name and email address, so that we can let you know about things like rehearsal and event dates, subscription payments, and social events.

### What data do we collect from members?

We collect some of the following types of data from members (we do not collect *all* of this data on *all* members – we only collect it if it is needed):

- Name
- Email address
- Postal address
- Phone number
- Subscription payments
- Gift Aid declarations

We check what data we have on members every year following the AGM and remove it if we no longer need it. If you leave Rochester Choral Society we will make sure we stop using and/or delete any data – unless we are required to keep it for longer (for example, for financial reporting).

### What do we use it for?

Any of the information listed above might be needed to manage your membership with Rochester Choral Society and to organise and run our activities. We will not ever use this data for anything else unless you give us your active consent for that additional use.

### Who has access to your data?

Only the relevant committee members or associate committee members (for example, the membership secretary, treasurer and librarian) will have access to your data.

### Do we share your data with anyone else?

- We will never give your data to third parties for that third party to use.
- We will sometimes use third party services (for example, Google Drive) to store or process your data. We will always ensure that they are reputable and secure, and that your data is kept safe.
- If another member of Rochester Choral Society asks for your contact details we will only ever share them if you consent.

### How are photographs and video clips of you used? And is your consent required for the use of them?

- Rochester Choral Society will use photographs and/or videos which may include you in printed materials (for example, leaflets and concert programmes) and/or on our website and in social media – but we are required to ask you for your consent beforehand.
- You can consent to one, both or neither of these uses of your image and you may change your mind at any time by contacting the Data Protection Officer at any time.

## Rochester Choral Society Privacy Statement *for Members*

### **What can you ask us to do?**

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the Data Protection Officer who will respond within one month.

### **I have a question – to whom should I speak?**

The best person to speak to is the Data Protection Officer – Mary Burslem, [rochesterchoral@gmail.com](mailto:rochesterchoral@gmail.com). Our Data Protection Policy is available at <http://www.rochesterchoral.co.uk/about-us/policies-documents>.