



## Your data – what we need and why

As part of your role as a freelance musician with Rochester Choral Society we need some of your details to manage the work you do with us. This might include things like arranging work schedules or paying expenses and invoices.

### What data do we collect?

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

- Name
- Email address
- Postal address
- Phone number
- Bank details

We check what data we hold on individuals we work with every two years and remove it if we no longer need it. If you stop working/volunteering with us, we will ensure that 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 by us to manage your relationship 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.

You can withdraw your consent at any point by contacting the Data Protection Officer.

### Who has access to your data?

Only the relevant committee members or associate committee members (for example, the orchestra secretary and treasurer) 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 (unless we are required by law to do so for a specific purpose – for example, for financial reporting). We will sometimes use third party services (for instance, Google Drive) to store or process your data but we will always make that they are reputable and secure, and that your data is kept safe.
- If a 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.

## Rochester Choral Society Privacy Statement *for* Freelancers

- 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.

### **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, RCS Secretary – [rochesterchoral@gmail.com](mailto:rochesterchoral@gmail.com). Our Data Protection Policy is available at <http://www.rochesterchoral.co.uk/about-us/policies-documents>.