



## Your data – what we need and why

As part of your role as a Friend of Rochester Choral Society we need some of your details, so that we can let you know about things like event dates, subscription payments, and social events.

### What data do we collect?

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

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

We check what data we have on Friends every year following the AGM and remove it if we no longer need it. If you stop being a Friend with us, we will ensure 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 Rochester Choral Society 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.

*If you give us your consent, Rochester Choral Society will add your email to our mailing list for the group's marketing/promotional communications. We will always include opt-out options on all such communications. 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 Friends 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.

## Rochester Choral Society Privacy Statement *for Friends*

### **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>.