

Keswick Choral Society Privacy Policy 2021 (Summary)

General Data Protection Regulation (GDPR) was introduced to protect the privacy of the individual. In line with the legislation we need to inform you about the usage and protection of the personal data you have provided to the Committee of the Keswick Choral Society (KCS). This policy explains how we may use the personal information we collect, how we comply with the law on data protection and your rights. Your data is collected by consent and is used for the purpose of legitimate interest. Members are requested to inform the data processor of any changes to their details as necessary.

Name of Data Controller Name of Data Processor	<ul style="list-style-type: none"> ○ The Trustees of KCS ○ Current KCS Secretary, Treasurer and Librarian
What personal data do we collect?	<ul style="list-style-type: none"> ○ Name ○ Postal Address ○ Email address ○ Telephone inc mobile phone number ○ Emergency number ○ Choir section (SATB)
Personal data is obtained from	<ul style="list-style-type: none"> ○ Annual membership and subscription form
Where do we store the data & how is it protected?	<ul style="list-style-type: none"> ○ Hard copy in secure filing system ○ Electronic list on Data Processor's (or other designated officer's) computer; password protected ○ Transported information is not left unattended
Who will have access & for what purpose?	<ul style="list-style-type: none"> ○ Committee members as appropriate ○ e.g. Chair, Treasurer, Membership Secretary, Librarian etc ○ For the purpose of running the society and communicating information relating to KCS. ○ A Member's personal data will not be disclosed to any third party without direct consent of that person.
How long is data kept?	<ul style="list-style-type: none"> ○ We will retain data which is part of our financial records for 6 years (the legal requirement) ○ Until you resign from membership of KCS
Your rights concerning the personal data	<ul style="list-style-type: none"> ○ You have right of access to your personal data and to ask us to restrict, erase or correct it.
Your right to withdraw consent	<ul style="list-style-type: none"> ○ You gave consent for KCS to hold and process your data when you completed an application form on joining. Your consent is renewed annually when you pay your annual subscription. ○ You may, however, withdraw your consent at any time for all or part of your data to be retained by the society.
Problems or concerns about your data	<ul style="list-style-type: none"> ○ If you have any problems or complaints about this policy or on how we are looking after your data, please get in touch.
Contact with KCS	<ul style="list-style-type: none"> ○ E mail: berryjoyce1949@gmail.com ○ Phone: 01931 714828