

The Brockenhurst Choir - PRIVACY POLICY

1. INTRODUCTION

The Brockenhurst Choir (“BC”) is committed to protecting your privacy and security. This policy explains how and why we use your personal data, to ensure you remain informed and in control of your information.

BC will ask you to “opt-in” for newsletter email communications. This is a requirement from the UK government GDPR (General Data Protection Regulation) which came into force in May 2018. You will have the choice as to whether you want to receive these messages.

You can decide not to receive communications at any time. If you wish to do so please email us at brockchoir@gmail.com.

We will never sell your personal data, and will only ever share it with organisations we work with where necessary and if its privacy and security are guaranteed.

2. ABOUT US

Your personal data (i.e. any information which identifies you, or which can be identified as relating to you personally) will be collected and used by the BC (Registered Charity no. 1150575)

3. WHAT INFORMATION WE COLLECT

We collect data you provide to us.

- This includes information you give when you join the choir, subscribe to regular marketing emails, become a sponsor of the choir, or communicate with us using a contact form. This data may include personal details such as name, address, email, telephone etc.
- We do not hold financial information such as credit cards. When purchasing goods or services from any business that our site links to, for e.g. ticket sales or donations, that 3rd party is solely responsible for management of any financial data you provide and not BC.

Sensitive personal data: We do not collect or store sensitive personal data (such as information relating to health, beliefs or political affiliation) about supporters and members.

Accidents or incidents: If an accident or incident occurs at one of our events or to one of our staff (including volunteers) then we’ll keep a record of this.

4. HOW WE USE INFORMATION

- We only ever use your personal data with your consent, or where it is necessary in order to: enter into, or perform, a contract with you; comply with a legal duty; protect your vital interests; for our own (or a third party’s) lawful interests, provided your rights don’t override the these.

- In any event, we will only use your information for the purpose or purposes it was collected for or for closely related purposes.

b: Marketing:

- We use personal data to communicate with people, to promote the BC and to help with fundraising. This includes keeping you up to date with our news, updates, campaigns and fundraising information.

c: Administration:

- We use personal data for administrative purposes. This includes maintaining databases of our Members, Subscribers, Sponsors and Friends; fulfilling orders for goods or services (whether placed online, over the phone or in person); helping us respect your choices and preferences (e.g. if you ask not to receive marketing material, we'll keep a record of this).

4. DISCLOSING AND SHARING DATA

- We will never sell your personal data. If you have opted-in to newsletters, we may contact you with information about related music events or activities but these communications will always come from BC and are usually incorporated into our own marketing materials.

5. MARKETING

- The BC will ask you to “opt-in” for all communications. This includes all marketing communications (the term marketing is broadly defined and, for instance, covers newsletters, information about concerts, recordings and events by BC). This means you'll have the choice as to whether you want to receive these messages by email).
- You can decide not to receive communications at any time. If you wish to do so please contact us at: brockchoir@gmail.com

6. HOW WE PROTECT DATA

- Our website provider employs a variety of industry-standard physical and technical measures to keep your data safe and to prevent unauthorised access to or use or disclosure of your personal information.
- Electronic data and databases are stored on secure computer systems, and we control who has access to information (using both physical and electronic means).

7. STORAGE

Where we store information

- Electronic data and databases are stored on secure computer systems via our website provider and we control who has access to this information (using both physical and electronic means).

How long we store information:

- We will only use and store information for so long as it is required for the purposes it was collected for.
- If you are an ex-choir member, we will keep your details on record for 5 years unless you tell us not to do so. This will enable us to contact you about future choir participation

- We continually review what information we hold and delete what is no longer required.

8. KEEPING YOU IN CONTROL

We want to ensure you remain in control of your personal data. Part of this is making sure you understand your legal rights, which are as follows:

- the right to confirmation as to whether or not we have your personal data and, if we do, to obtain a copy of the personal information we hold (this is known as subject access request);
- the right to have your data erased (though this will not apply where it is necessary for us to continue to use the data for a lawful reason);
- the right to have inaccurate data rectified;
- the right to object to your data being used for marketing or profiling;

Please keep in mind that there are exceptions to the rights above and, though we will always try to respond to your satisfaction, there may be situations where we are unable to do so. If you would like further information on your rights or wish to exercise them, please email: brockchoir@gmail.com

Complaints:

- You can complain to the BC directly by contacting us using the details set out above.
- If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at www.ico.org.uk

9. COOKIES AND LINKS TO OTHER SITES

In line with standard internet practices, our website uses cookies to:

- provide a good website experience for users
- ensure our platform is secure and safe to use
- identify registered members
- monitor and analyse the performance, operation and effectiveness of our website supplier's platform

Useful information about Cookies is available at allaboutcookies.org

Our website contains hyperlinks to other websites. We are not responsible for the content or functionality of any of those external websites (but please let us know if a link is not working by using the 'Contact us' page).

When purchasing goods or services from any of the businesses that our site links to, you will be entering into a contract with them (agreeing to their terms and conditions) and not with BC.

10. CHANGES TO THIS PRIVACY POLICY

We'll amend this Privacy Policy from time to time to ensure it remains up-to-date and accurately reflects how and why we use your personal data. The current version of our Privacy Policy will always be posted on our website.

This Privacy Policy was last updated on **03/08/2022**