

The Silver Ring Choir of Bath

Privacy Notice

The Silver Ring Choir of Bath is committed to protecting your privacy; this privacy notice explains how we use information about you and how we protect your privacy. This Privacy Notice covers the use of the Silver Ring Choir website <http://www.silverringchoir.org.uk>, membership data, activities relating to choir membership and events and governs personal data collection and usage. By using the Silver Ring Choir website, you consent to the data practices described in this statement.

If you have any concerns or questions about how the Silver Ring Choir looks after your personal information please contact the Hon. Secretary Ruth Bwye at silverringsec@aol.com

This notice sets out some of your rights under the new laws which come into effect on May 25th 2018. We will continue to review and update it as and when changes come into effect.

Your personal information

Personal information is anything that directly or indirectly identifies and relates to a living person, such as a name, address, telephone number, photographs etc.

Some personal information is 'special category data' and needs more protection due to its sensitivity.

What personal data is collected about you

We may collect your data in a variety of ways, for example:

- When you communicate with us by telephone, email or via our website
- When you use forms to provide data e.g. when joining the choir as a member
- By photographing events*

We may process personal data such as the following:

- Your name
- Contact details and communication preferences such as your address, email and phone number
- Your voice part
- Bank details for Direct Debit payments

Cookies:

The Silver Ring Choir website <http://www.silverringchoir.org.uk> is hosted by WordPress which uses cookies to check cookie consent, maintain continuity during a user session and determine access to our password protected Members Area. These cookies will track only your activity relating to your online activity on this website, and will not track your other Internet activity.

The Members Area of the Silver Ring Choir website provides links to external websites such as youtube.com. Third Party cookies may be set through our website by these companies which enable them to provide a service and serve up adverts on other sites that are relevant to your interests.

Update 26/03/2019: The website uses Google Analytics, a web analysis service of Google Inc. to enable us to analyse your use of our website. Google Analytics uses only first-party cookies. This means that all cookies set by Google Analytics send data only to the web administrator. This data cannot be altered or retrieved by any service on another domain and we will never disclose information stored in your cookie to third parties. The Google Analytics Terms of Service, which all Analytics customers adhere to, prohibits the tracking or collection of personal information (such as name and email address) using Google Analytics or associating personal information with web analytics information.

You can adjust your internet browser setting to not accept cookies, however please note that opting out of cookies may mean you are unable to use some of the facilities on our website. The Information Commissioner's Office provides some advice about cookies and their use. It also provides a link to www.aboutcookies.org which is run by the law firm Pinsent Masons.

Why we need your personal information

- To manage our relationship with you
- To enable the administration of the Silver Ring Choir
- To inform members of events, activities and opportunities that relevant to their areas of interest, including those of affiliates from time to time
- To develop and carry out various marketing activities
- To organise shows or events in specific areas or regions.
- To operate the Silver Ring Choir website including the members area
- To make and manage financial payments and to collect and recover money that is due to us.
- To obey laws and regulations that may apply to us.
- To enable us to respond to complaints and seek to resolve them.
- To run our business in an efficient and proper manner.
- To enable us to exercise our rights as set out in agreements or contracts.
- When necessary to protect your or another person's vital interests.

Why we are allowed to use your personal data

The processing of your personal information for the above purposes is necessary:

- For legitimate interests e.g. to respond to enquiries and provide a service
- For sharing information about choir administration and upcoming activities for which we have sought your consent.

Who we can share your personal data with

Your data will be used by members of the Silver Ring Choir Committee and Conductors or their approved deputies for the purposes specified.

Your data may additionally be shared with:

- Anyone to whom we may transfer our rights and duties under any agreement we have with you i.e. for payment processing.
- If you pay for your membership by direct debit we may share your data with the direct debit scheme provider.
- Trusted partners where necessary to help us send you email or postal mail. All such third parties are prohibited from using your personal information except to provide these services to the Silver Ring Choir, and they are required to maintain the confidentiality of your information.
- Police and law enforcement agencies as applicable.
- Emergency services
- Parents, guardians and next of kin, where there is a legitimate reason for disclosure

Social networks: please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through the Silver Ring Choir public forums, this information may be collected and used by others.

We may need to share your personal information from time to time with other organisations to assist us in providing you with your membership services.

Third party Websites: Where we provide links to third party websites, such sites are not controlled by us and are not covered by our terms and conditions. These links are provided for your convenience only. If you access these sites by using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policy, consequently you are advised to check the privacy policy of such third parties before providing information to them.

Sending Data Outside of the European Economic Area (EEA): We do not currently send your data outside of the EEA. If in future we do transfer information outside of the EEA we will ensure that the receiver agrees to only use your personal data in accordance with our instructions and that it is protected in the same manner as if it was being used within the EEA.

How long we keep your personal data for

The Silver Ring Choir will retain information collected about you for as long as permitted for legitimate business purposes and to meet any legal obligations.

When you join the Silver Ring Choir as a member, your data is retained for the duration of your membership.

When you leave, you may choose whether to continue on the mailing list or to unsubscribe. This does not affect any contact details you may choose to share with the Choir Committee or members on a personal basis.

Accuracy and protection of information

In order to provide the highest level of customer service possible, we need to keep accurate personal data about you. We take reasonable steps to ensure the accuracy of any personal data we obtain. We ensure that the source of any personal data or sensitive information is clear and we carefully consider any challenges to the accuracy of the information. We also consider when it is necessary to update the information, such as name or address changes and you can help us by informing us of these changes when they occur.

We will ensure we hold your personal information in a secure way and only make it available to those who have a right to see them. Information collected is controlled by the Committee Secretary.

Data subject rights

The law gives you a number of rights in relation to what personal information is used by the Silver Ring Choir, and how it is used. These rights are listed below, and to find out more information or invoke your rights you should contact Hon. Secretary Ruth Bwye, The Silver Ring Choir of Bath, 8 Greendale Road, Redland, BRISTOL BS6 7LJ or email to silverringsec@aol.com

You can ask us to:

- Provide you with a copy of the personal information that we hold about you (subject access request). We shall respond promptly, and certainly within one calendar month from the point of receiving the request and all necessary information from you.
- Correct personal information about you which you think is inaccurate (right to rectification).
- Delete personal information about you if you think we no longer should be using it (right to erasure). If you do not wish us to hold the minimum personal data required for us to manage your membership of the Silver Ring Choir we may need to terminate your membership.
- Stop using your personal information if you think it is wrong, until it is corrected (right to restriction of processing).
- Transfer your personal information to another provider in a commonly used format (right to data portability)
- Not use automated decision-making processes to make decisions about you. We do not carry out any automated processing which may lead to an automated decision based on your personal data.
- Right to object to the processing of personal data.

Changes to this Statement

The Silver Ring Choir will occasionally update this Statement of Privacy to reflect improvements and feedback and to meet the requirements as set out in law. The Silver Ring Choir encourages you to periodically review this Statement to be informed of how Silver Ring Choir is protecting your information.

Contact Information

The Silver Ring Choir welcomes your comments regarding this Statement of Privacy. If you believe that Silver Ring Choir has not adhered to this Statement, please contact us at silverringsec@aol.com.

Data controller

The data controller is the Hon. Secretary Ruth Bwye, The Silver Ring Choir of Bath, 8 Greendale Road, Redland, BRISTOL BS6 7LJ

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit <http://www.ico.org.uk> or email casework@ico.org.uk

Last version: 24th May 2018

V18.2 Update 26/03/2018 to include reference to Google Analytics