



TAUNTON DEANE MALE VOICE CHOIR

Privacy and Cookies Policy

Issue No 1.1 Dated 29.09.2019

Taunton Deane Male Voice Choir treats the privacy of its supporters and others very seriously and we take appropriate measures to safeguard their personal data*. This notice explains how we collect, use, protect and share personal data.

**Personal data means any information that may be used to identify an individual, including, but not limited to, a first and last name, a home or other physical address, a home or mobile phone number and an email address or other contact information.*

Taunton Deane Male Voice Choir

Taunton Deane Male Voice Choir is a male voice choir with around 70 audition volunteer members. It is registered with the Charities Commission: Registered Number 284948.

Opt-out

It is possible to join our postal emailing list. You may opt-out of receiving this communication at any time by emailing the TDMVC secretary, email: secretary@tauntondeanemvc.com.

Overview

We collect personal information from:

- supporters and those who have contact with us
- our choir members

We also collect data relating to use of our website.

We use personal information to:

- keep in touch with our supporters
- carry out reasonable administration of our mailings, donations
- manage and administer enquiries
- better understand our supporters so that we can operate more effectively

How we obtain personal information

Information provided by the data subject:

Those who have joined our mailing list have indicated support and are categorised as our supporters. They have given us their details and asked to be kept informed; either in signing our earlier consent form or by subsequently signing up to receive our mailings.

The information provided to us will include some or all of the following:

- name and title
- address including postcode
- email address
- country they live in (if outside the UK)

We also collect the following information:

- telephone number, e.g. if a supporter contacts us and volunteers their number
- Record of contact and correspondence with our supporters and others.

How we use personal information

We use personal information to:

- administer mailings to our supporters, to keep them informed
- administer enquiries from supporters and those who contact us
- thank donors, and maintain our records
- Improve our communications and opportunities.

We endeavour to keep personal information up to date

Our responsibilities

We only send electronic mailings about the choir and its concerts to those who have given their consent to us to do so. However, a person can change their mind and withdraw their consent at any time.

In all other cases the law allows us to hold and process the personal information of supporters and others if it is in our legitimate interests to do so. We rely on our legitimate interests to maintain our mailing list, keep appropriate records and send occasional postal mail to those who have provided us with their address and who have indicated a wish to be kept informed. Relying on our legitimate interest's means that we carry out an exercise to check that we will not cause harm to the data subject by processing their personal information, that the processing is not overly intrusive and that we will only do so in a way which is described in this notice.

Security

We keep personal information secure with appropriate security measures in place to attempt to protect against the loss, misuse, and alteration of personal information.

We use secure server software to protect personal information we collect online. However, the transmission of data across the internet is not completely secure. We cannot guarantee that loss, misuse or alteration of data will not occur whilst being transferred.

Sharing information

We will not share the personal information we hold with another organisation for their own purposes and we will never sell personal information for any reason whatsoever.

There are a few situations where our legitimate interests involve us sharing our supporters' personal information with service providers whom we have contracted to fulfil specific services for us. For

example, administering our mailings to our supporters involves certain functions being provided by service providers who process on our behalf the name and address details we pass to them.

How long we keep data

Our relationship with our supporters and donors is generally long term, so we keep their personal information for as long as we need it to maintain that relationship or keeping the information is necessary. We take into account our need to meet any legal and regulatory obligations. These reasons vary from one piece of information to another. When we no longer need the information, we will dispose of it securely, using specialist companies to do this work for us if necessary.

Cookies

What are cookies?

Cookies are small text files that are downloaded to a user's device when they visit a website.

Why do we use cookies?

We use cookies for the operation, security, monitoring and improvement of our website.

Some cookies are retained in a user's browser for only as long as they visit our website, while others may persist for a longer specified or unspecified period.

In the course of a person's visit to our website third-parties providing services on our website or having content embedded in our website may also place cookies on a user's device to enable the functionality of their services and for their own purposes. We do not control how these third parties use cookies so our website users should refer to the third party's own privacy and cookie policy.

How do I change my cookie settings?

Our website users can delete cookies or instruct their web browser to delete or refuse cookies. However, if a website user deletes cookies or refuses to accept them, they might not be able to use all of the features we offer, they may not be able to store their preferences, and some of our website pages might not display properly.

Subject Access Rights

A person has certain rights under existing data protection law including the right to request a copy of the personal information we hold about them, if they request it from us in writing. From 25 May 2018 a person will have the following rights unless an exemption applies:

Right to access

A person has the right to access the personal information that we hold about them. We shall respond promptly and certainly within one month from the point of receiving a subject access request in writing and all necessary information.

Right to correct

A person has the right to obtain from us, without undue delay, the rectification of inaccurate or incomplete personal information we hold concerning them.

Right to erase

A person has the right to ask us to erase their personal information without undue delay.

Right to restriction of processing in certain circumstances, a person has the right to restrict us from processing their personal information.

Right to object

The right to object to our use of their personal information, including where we use it on the basis of our legitimate interests. We shall no longer process a person's personal information unless we can demonstrate compelling legitimate grounds for the processing.

Right to be informed

The purpose of this right is to allow individuals to obtain information on how and why we are processing their personal data.

Right of Data Portability

Individuals are permitted to obtain and reuse data for their own purposes.

Accuracy of information

We take steps to keep our information about our supporters and others is accurate. Our supporters can help us by informing us of any changes to their details when they occur.

Enquiries

If a person is not satisfied with the way we deal with any complaint in relation to the use of their personal information they may be able to refer their complaint to the relevant data protection regulator which in the UK is the Information Commissioner's Office.

Changes

We keep this privacy and cookies notice under review.