



Privacy Notice

What is this guide for?

Whenever we need to collect any of your data, we will let you know at that point why we need to do so and what it will be used for. This guide provides a useful overview of all those situations and provides more detail on how we keep your data secure and up to date; how long we might hold it for; and what your rights are in relation to it.

Danesborough Chorus is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulation (GDPR).

Who's responsible for data the choir collects?

Danesborough Chorus is a Data Controller under the GDPR. The Danesborough Chorus's Data Protection Officer is Nick Wood who can be contacted by email at admin@danborough.org.uk

What data does the choir collect and what do we use it for?

Danesborough Chorus collects data from individuals to help us plan, organise and run the day-to-day operations of the choir (e.g. co-ordinating rehearsals, collecting subscription payments) and, with permission, to promote and market the choir's activities to individuals who have opted to receive such communications (e.g. promoting future concerts; this may include, where appropriate, photos/videos, if agreed).

A Members: for administering membership

When you join Danesborough Chorus as a member, and during your membership with us, we may need to collect some information about you, such as:

- Name
- Email address
- Phone number
- Address
- Gift Aid declarations
- DBS checks
- Your photo
- Audition notes

This data will be used by committee members to manage your membership with Danesborough Chorus and to organise and run our activities.

If you give us your consent to do so, we may also use your contact details to send you a regular email newsletter. You can withdraw consent at any point by contacting the Data Protection Officer.

B Event attendees: for processing and managing tickets for events

When our events are ticketed, we collect data on the person booking (name, address, phone number and email) in order to allow you access to the event and in case we need to contact you because, for example, the event has been cancelled or rescheduled. This data will only be used for administering your access to the event/s for which you have booked and will **not** be used to send you marketing/promotional messages from the choir unless you have also provided your consent to receive these (see Section D).

C Employees, freelancers and contractors: for administration and legal/regulatory purposes

We may need (for administration or for legal/regulatory reasons) to collect personal or sensitive data on employees, freelancers or contractors of the choir. If this is the case, we will explain what this is for at the point of collection.

D Mailing list subscribers: for marketing and promotion (e.g. Friends and regular concert-goers)

We offer everybody the opportunity to sign up (consent) to receive marketing and promotional information on the choir's activities (e.g. emails about forthcoming events).

When you sign up to our marketing mailing list we will ask for your name, email address, phone number and address and will use this data to send you information about our events and activities (e.g. forthcoming performances, social events and fundraising events). We may also ask for your preferred topics and communication methods. These allow us to tailor the information we provide to suit your preferences (e.g. email vs post).

We will **only** send you information that is related to the choir; we will **not** use your data to send you marketing messages from third parties.

You can opt out of marketing and promotional information at any time by emailing admin@daneshborough.org.uk.

E Website visitors: for running and improving our website

When you visit our website, we use cookie technology to collect and analyse anonymised data and for functional purposes. We also use cookies to allow you to log in to our members-only section.

We use a pop-up banner to let you know about cookies on your first visit to the site, and you can disable cookies in your browser at any time if you do not wish your (anonymised) data to be tracked.

You can find out more about cookies at www.allaboutcookies.org and in our [Use of cookies](#) document.

If you use the Contact Us form on the website, we will reply by email unless you ask us to contact you by phone. We may forward your message to one of the officers of the choir, for example, the membership or occasions secretary. Once the matter has been closed, we will delete your messages to us. We will not use your data to contact you for any other purpose other than to respond to your message(s).

Do we share your data with anyone else?

We will never pass your details on to third parties for marketing purposes without your consent.

We sometimes use third party services to process your data (e.g. Google Drive, Google Analytics). We will always make sure any third parties we use are reputable and secure, and we will process your data in accordance with your rights under GDPR.

Are there special measures for children's data?

We do not knowingly collect or store any personal data about children under the age of 13.

How can you update your data?

You can contact us at any time at admin@daneshborough.org.uk to ask us to update or correct the data we hold on you.

How long will we hold your data?

The Daneshborough Chorus's Data Retention Policy is to review all data held on individuals at least every two years and to remove data if we no longer have a legitimate reason to keep it.

In certain circumstances, (e.g. for legal reasons) we may be required to keep your data for longer.

What rights do you have?

Under the GDPR, you have the following rights over your data and its use:

- the right **to be informed** about what data we are collecting on you and how we will use it;
- the right of **access** - you can ask to see the data we hold on you;
- the right to **rectification** - you can ask that we update or correct your data;
- the right to **object** - you can ask that we stop using your data for a particular purpose;

- the right to **erasure** - you can ask us to delete the data we hold on you;
- the right to **restrict processing** - you can ask that we temporarily stop using your data; and
- though unlikely to apply to the data we hold and process on you, you also have rights related to **portability and automated decision making** (including profiling).

All requests related to your rights should be made by email to the Data Protection Officer at admin@daneshborough.org.uk. We will respond within one month.

You can find out more about your rights from the [Information Commissioner's Office](#) website.

What will we do if anything changes?

If we make changes to our privacy statements or processes, we will update this notice. If the changes are significant, we may also choose to email individuals affected with the new details. If required by law, we will ask for your consent to continue processing your data after these changes have been made.

Adopted: 20 January 2019

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