



THE GDPR: WE ARE ALL RESPONSIBLE

The General Data Protection Regulation (**GDPR**) is now in force in the UK.

When we record your details as a member of the Danesborough Chorus, we may only use your personal data for the purposes explained below.

Legitimate purposes

We hold your name, address, telephone number and (if you have provided it) your email address for legitimate purposes (as defined by the GDPR) connected with membership of the choir. We may not use this information for any other purpose without your consent.

Specific consent

Under the GDPR, the choir is required to obtain your specific consent to hold your photograph, and to use your personal information to inform you about events which may be of interest to you (including social events related to the choir). You therefore need to give your consent for us to continue to hold your photo or send you such information.

We normally send you information about events by email newsletter but, from time to time, we may use other means (e.g. if information needs to be communicated at short notice).

Giving consent

Existing members have been asked to sign a consent form to indicate their consent for their personal information to be processed in this way. If you are a new member, please ensure you complete a consent form as soon as possible so that we can record your preferences. You can download a copy from the website or obtain one from the Data Protection Officer.

If you give your consent, we will continue to use your personal data to provide the same information in the same format as we have done in the past.

Updating information

We are required to keep your personal information up to date. Please give details of any changes to either the Chair, the Treasurer or the Data Protection Officer. If, at any time, you have any doubts about the data we hold on you, please contact one of these members for clarification.

Withdrawal of consent

Under the GDPR, you have the right to withdraw any consent you have previously given, or to restrict the use of your personal data, at any time. If you wish to exercise that right, you should do so in writing (which may be by email to danboroughchorus@gmail.com) to the Data Protection Officer.

Concerns

If, at any time, you have any concerns or complaints about the way in which your data is handled by the choir, please contact the Data Protection Officer in the first instance. They will advise you and, if necessary, give you details of your options for further action.

Members' responsibilities under the GDPR

The Committee and the Data Protection Officer have specific data protection responsibilities. Nevertheless, **all members are responsible** for general compliance with the GDPR.

If, **as a consequence of being a member of the choir**, you hold any personal data (for example, details of Friends, subscribers, wedding couples), you need to make sure that:

- **if you currently need the data** for choir purposes, you **store it securely** using the usual password-protected information systems or hold it in a secure building, and ensure it is up to date; and
- **if you no longer need the data** for choir purposes, you **dispose of it safely** (shred it, delete it from computers, tablets, phones and so forth) and **dispose of your technology carefully** (including wiping phone data and destroying hard drives).

If you hold or are given the personal data of anybody through your membership of the choir, please give details to the Data Protection Officer so that a record can be added to the Choir's Data Protection Register.

We do not need to know about private arrangements involving the exchange of personal details between friends who just happen to be members. Nevertheless, if you don't have their permission, members may not appreciate you giving their details to a third party (even if the third party is also a member). We suggest you pass the third party's details to the member instead.

Please consider carefully both now and in the future

- what personal data of other members you hold;
- whether you need it;
- how you store or dispose of it; and
- take action if necessary.

Last reviewed: 20 January 2019