

In accordance with the General Data Protection Regulation (GDPR), this privacy statement has been issued to inform you, as a member of Coventry Cathedral Chorus, either by being a singer, musician or supporter, of the types of personal information we process about you, the reasons for processing that information, the lawful basis that permits us to process it and how long we keep it. It also sets out your rights regarding your personal information

Under the GDPR, we are not required to have a Data Protection Officer. The Committee is collectively responsible for ensuring that we discharge our obligations under the GDPR but has delegated to a member of the committee the day to day responsibility for ensuring that we comply with our legal obligations

Names of data controller	Coventry Cathedral Chorus
Categories of personal data	<p>We collect the following data</p> <ul style="list-style-type: none"> <li>• Full Name</li> <li>• Email address</li> <li>• Address</li> <li>• Contact numbers</li> <li>• Subscription records</li> <li>• Gift aid declarations in favour of the Chorus</li> <li>• Attendance records at rehearsals and concerts</li> <li>• Voice range</li> <li>• Recording of rehearsals &amp; concerts, photos and videos</li> <li>• Demographic information such as preferences and interests</li> <li>• Other information relevant to customer surveys and/or offers</li> </ul>
Sources of personal data	<ul style="list-style-type: none"> <li>• Information provided on application forms</li> <li>• Information gained from an audition</li> <li>• Attendance records</li> </ul>
Purposes of processing	<p>CCC will process your personal data for the purposes of:</p> <ul style="list-style-type: none"> <li>• Establishing and maintaining a record of membership</li> <li>• to compile and circulate when necessary, lists of home address and contact details, to contact members outside rehearsal or concert hours.</li> <li>• to maintain a record of attendance in order to ascertain eligibility to perform at any of the Chorus's concerts.</li> <li>• establish and maintain a supporters' mailing list;</li> <li>• provide or administer activities for members and supporters</li> </ul>
Who will we disclose your personal data to	Committee members have access to your personal information for the legitimate purposes of running the chorus
Legal basis for processing your personal data	<p>The legal basis for the collection and processing of your personal data is</p> <ul style="list-style-type: none"> <li>• Administration: that it is necessary to fulfil the running of the chorus in line with the constitution and regulations</li> </ul>
Your right to withdraw	• You have the right to withdraw consent to use your information at

consent	<p>any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.</p> <ul style="list-style-type: none"> <li>• We will remove your information stored on our database but note this may affect the ability of other members of the chorus to communicate with you</li> <li>• You may limit your contact details but we do need to retain at least one method of contacting you to enjoy the benefits of membership</li> </ul>
Direct marketing	<ul style="list-style-type: none"> <li>• We do not pass your information to 3<sup>rd</sup> parties for marketing purposes, should we wish to do so in the future we will seek your specific consent to do this</li> </ul>
Location of your personal data	<ul style="list-style-type: none"> <li>• Personal information to enable the sending of emails is stored on a member of the committee's computer and is encrypted</li> <li>• No information is stored outside of the European Economic Area</li> </ul>
How long will we keep your personal data for	<ul style="list-style-type: none"> <li>• We will normally destroy information if you leave the chorus or you stop being a supporter of the chorus</li> <li>• We will keep your information up to 2 years if you choose to take a sabbatical from the chorus unless we are informed earlier that you intend to leave the chorus</li> </ul>
Your rights in respect of your personal data	<ul style="list-style-type: none"> <li>• You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing it and the right of data portability</li> <li>• If you want to see the information we hold about you, you should contact the Membership Secretary by letter or email with your request. We are required to provide this to you within one month</li> </ul>
Use of our website	<ul style="list-style-type: none"> <li>• Our website uses cookies to track logged in users and prevent unauthorised access to some sections. You can set your browser not to accept cookies however this may affect operation of the site. Our website may contain links to other websites or social media platforms and they have their own privacy policies and terms of conditions, which you should read</li> </ul>
Complaints	<ul style="list-style-type: none"> <li>• If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch by emailing us at <a href="mailto:membership@coventrycathedralchorus.org">membership@coventrycathedralchorus.org</a></li> </ul>