

HUNTINGDON MALE VOICE CHOIR



President: Sir Hugh Duberly KCVO CBE
Musical Director: Peter Davies
Chairman: Peter Saunderson



Huntingdon Male Voice Choir & GDPR Privacy Statement – Issued 26th May 2018 (Release V-02)

GDPR, a new European law giving individuals more rights to data protection, comes into effect on 25 May 2018.

RIGHTS

Individuals have:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Additional rights related to automated decision making

DATA HELD BY HMVC

Not all of the above apply to data held by Huntingdon Male Voice Choir. For example there is no automated decision making.

The choir holds the following data on a database of Current Active Members, Past Ex-members, Friends and Patrons

- Name
- Address
- Phone numbers
- Email
- *For Active Choir Members only -*
- Spouse name and contact information in an emergency
- Rehearsal and Concert attendance.
- Individual photographs
- Group photographs/videos of events
- Supplementary information (e.g. dietary requirements, & other preferences)

The database is held on a computer by whoever is the current Membership Secretary (currently Rob Mason). Rob has a secure firewall on his standalone pc, in his home. It is not networked with a server. The Membership Secretary will also act as Data Controller for HMVC.

In addition, the above information for Active Members is held by all Committee Members and is also distributed via email to Active Members. Members data must be updated and deleted by Members as soon as they are advised by the Membership Secretary of any changes.

Hon Patron : Sir John Major, KG, CH, ACIB.

Members must NOT pass any such data to third parties and must ensure that the data is held securely whether electronically or manually.

Details for Friends and Patrons are also held by the Treasurer.

RETENTION

The Data being held will be reviewed by the HMVC Committee every two years to ensure the data held is relevant and current.

Data will be deleted, within one month, should an individual withdraw consent or requests the data to be deleted.

Data for Members who leave as Active Members will be deleted after 6 months unless they wish to be included in the Ex-members list.

Data for Ex-members, Friends and Patrons will be deleted within one month of membership ceasing or following a request for data to be deleted.

USE OF DATA

HMVC use the above contact data to inform individuals of activities involving the choir.

Individual photographs are distributed with the Active list.

Group photographs are held and used in promotional material.

Videos are placed on the choir's website and social media pages.

HMVC do not share the data with third parties unless this is required in order to enable a third-party supplier, engaged by HMVC, to fulfil their obligations. Members will be notified in advance the name of the third party on all such occasions. The third party must use the data only for the specific purpose intended and must not use this information for any other purpose.

Members may be approached directly by third parties engaged by HMVC requesting information regarding the purpose.

HMVC do NOT photograph or video members of the public at our events.

DUTIES

GDPR is mostly concerned with personal data held for marketing purposes. HMVC do not use the Active Membership database for marketing.

- i) We have a duty to ensure data is kept only as long as it is required, then it must be deleted.
- ii) Individuals should review their contact details from time to time to ensure we are not holding obsolete data.

We will be asking every member to agree (in writing) to the above listed data being held on the members database, and to agree to be contacted by Post, Telephone or Email. Once a year we will ask everyone to confirm the data we hold for them is accurate. Please note that if members do not agree to us holding this data, and distributing in the manner described, it will be very difficult to communicate information to them.

MARKETING

HMVC does advise Past Ex-members, Friends and Patrons of the choir of forthcoming concerts. This is marketing, and each individual will be contacted to ask for permission to contact them in this way.