

Wetherby Choral Society: Privacy Policy



1. Who we are

Wetherby Choral Society is a registered charity no.510264 and has been established since 1974. The Committee of Wetherby Choral Society (WCS) consists of the Trustees, who are elected at the AGM for three years, together with the Music Director and Accompanist. For the purposes of the Data Protection Act 1998, those acting as the 'Data Controller' are the Trustees of WCS. The Trustees of WCS decide how your personal data is processed and for what purposes.

2. How we may use your information

The Trustees of WCS are committed to protecting and respecting your privacy. We will not rent, swap or sell your personal information to other organisations for them to use in their own marketing activities.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. The legal basis that we use for processing your data is to enable WCS to function as a charitable organisation. Your personal data will be treated as strictly confidential and will be shared among the Trustees of WCS only for those purposes connected with the running of the Society.

Please read the following carefully to understand our practices regarding your personal data and how we will treat it. By giving us your contact details and other information, you are accepting and consenting to the practices described in this policy. Where you have provided your consent to allow us to use your personal data, these purposes will mostly fall into one of the following categories:

- To administer membership records, including us contacting you by email and/or telephone
- To manage our concerts and concert publicity
- To maintain our own accounts and records (including the processing of gift aid applications)
- To inform you of news, events and activities
- To advise you of emergency cancellations of rehearsals due to poor weather, or other last-minute changes of circumstance.

3. How do we process your personal data?

The Trustees of WCS will process your personal data by complying with the requirements of the new data protection law in the following ways:

- 1) By storing, and where appropriate destroying, your personal data securely
- 2) By not collecting or retaining excessive amounts of personal data
- 3) By confirming your consent to holding your personal data via you signing the annual subscription form

- 4) By protecting your personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Specifically, we retain membership data while it is still current. Gift aid declarations and associated paperwork will be retained for up to 7 years after the calendar year to which they relate.

4. Legal requirements

We will only disclose your personal information to third parties when required to by law, for example to HMRC for tax purposes.

5. Telling us when things change

You can help us keep our records up to date by telling us when your contact details and other personal information changes. You can also change your mind at any time about how we contact you. Indeed, you have the right to ask us to stop contacting you altogether.

If you tell us that you no longer want to receive further contact from us it may take up to four weeks for us to fully delete all your personal information.

6. Changes to our Privacy Policy

Any changes we make to our Privacy Policy in the future will be announced during a rehearsal, and where appropriate notified to you by email.

7. Contact details

To exercise all relevant rights, queries of complaints please in the first instance contact the Honorary Chairman of Wetherby Choral Society.

You can also contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.