

Privacy Notice for Plym Valley Voices

What personal data does Plym Valley Voices collect?

The data we routinely collect includes members' names, addresses, email addresses, telephone numbers, musical section & Committee membership. We collect this data directly from our members when they join the choir, or as advised of changes by members. Special categories of data will only be collected at a members' explicit request.

What is this personal data used for?

We use members' data for the administration of your membership: the communication of information, and the organisation of concerts, rehearsals and social events. Members data will not be used for any other purpose except in limited situations, such as where required to do so by law or to protect members of the public from serious harm.

Who is your data shared with?

Members' data is not shared with any person or organisation outside of **Plym Valley Voices**.

Where does this data come from?

Data for members comes from them, when they join **Plym Valley Voices** or when they update their information by informing the Membership Officer or the Secretary

How is your data stored?

This information is mainly stored in digital form on specified Committee Members computers and the original consent forms signed by members are stored at the home of the **Plym Valley Voices** Secretary.

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR (General Data Protection Regulation) we do **not** have a statutory requirement to have a Data Protection Officer. The persons who are responsible for ensuring **Plym Valley Voices** discharges its obligations under the GDPR are the Membership Officer and Committee Secretary.

Who has access to your data?

Members of the committee of **Plym Valley Voices** have access to members' data in order for them to carry out their legitimate tasks for the organisations.

Committee and choir members allowed to have access to a membership list are:

Chair

Treasurer

Secretary
Musical Director
Membership Officer
Librarian (non committee post)

What is the legal basis for collecting this data?

Plym Valley Voices collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation.

How you can check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact **the Secretary**. We are required to provide this to you within one month.

Does Plym Valley Voices collect any “special” data?

The GDPR refers to sensitive personal data as “special categories of personal data”.

We do NOT record any such special data. Of the ‘special categories’, the only data we may record relates to the disabilities of members who have explicitly requested it to be recorded. If you wish to change this data on your record you can do so at any time by contacting **the Secretary**.

How can you ask for data to be removed, limited or corrected?

Please contact the Secretary if you would like your data to be removed, limited or corrected. Please remember to advise the Secretary of; change of name, change of address, telephone number(s) and e-mail address. A new consent form will be required.

How long we keep your data for, and why?

We normally delete members’ data after they resign or membership lapses. There is no legal reason for us to keep members data.

Any data relating to accounting (subs receipts) is kept for the legally required period. 6 years following the end of the financial year it relates to.

What happens if a member dies?

In the event of members’ death, information will be deleted.

Can you download your data to use it elsewhere?

No.