

# CitySound Voices

[www.citysound.org](http://www.citysound.org)

Conductor: Ruth McKibbin



## Data Protection Policy

Adopted at Committee Meeting 22 February 2018

**The new Data Protection Act will apply from 25 May 2018.** This paper, prepared to aid the Committee make decisions about what steps need to be taken so that CitySound is compliant, was formally adopted as policy on 22 February 2018.

For the purposes of the Regulations, the Data Controller is the Secretary of CitySound Voices.

1. **Awareness:** The new Regulation will be discussed at the Future Directions Meeting of the choir on 28 February 2018, and the minutes circulated to all choir members. Choir members also receive Committee minutes.

2. **Personal Information held by CitySound Voices:**

- *Data on members:* Name, postal address, telephone and mobile numbers, email addresses, subscription record.

Obtained from members, held by Secretary and Treasurer.

Shared with choir Officers and members of the choir.

Used for internal choir communication.

Only shared outside choir with express permission of the subject.

- *Data on Director of Music and Accompanist:* Name, postal address, telephone and mobile numbers, email addresses, financial data (payments, bank a/c details).

Data obtained from subject:

Email and phone numbers shared with choir members for purpose of internal communication.

- *Data on public recorded on Mailing List:* Name, postal address, email address.

Data obtained from subject (eg at concerts).

Data to be held by a designated choir officer.

Data used to inform subject of choir events (eg concerts, workshops, open rehearsals, choir social gatherings).

Data is not to be passed on to any third parties (including choir members who are not officers) under any circumstances.

Charity Number - 1168389

The choir meet on Wednesdays at 7.45pm in St Stephen's Church Centre, Lasdown, Bath BA1 5SX

3. **Privacy Notice** (to be included in all future Annual Reports of the choir and updated as appropriate).

Personal data is gathered by means of application forms (eg in concert programmes), Gift Aid forms, online enquiries through the website, verbally.

The names and contact details of choir officers are communicated to all choir members. The personal data held by CitySound Voices is for the purposes of the CitySound Voices: the choir's internal administration, for choir officers (including the Director of Music) to communicate to members, and for members to communicate with each other.

Choir officers must seek data subjects' specific permission for their data to be shared with any third party (eg the John Fletcher website, which needs names and email addresses). The Secretary will record all such permissions on the Membership Database, and the date and purpose for which that permission was granted. Data belonging to the Director of Music or the Accompanist will not be shared with others outside the choir without their express permission. Data on members of the public will not be shared outside the choir under any circumstances.

Data will be only be held during a singer's membership, and will be deleted on their leaving the choir. However the Treasurer will retain data on choir members for as long as it is lawfully required for the purposes of Gift Aid administration.

The personal data of any members of the public who make a Gift Aid donation to the choir will have their data lawfully retained for as long as it is necessary for the purposes of Gift Aid administration.

The same applies to the data held on choir employees (or those engaged by the choir to sing or perform), with the exception of data that is lawfully held for the purposes of payroll records, choir accounts and taxation.

Members have the right to see the personal data held on them, and to request any changes.

Members have the right to ask that their personal data is not shared with other choir members, though of lawful necessity it must be available to choir officers for the purposes of membership administration

Members of the choir are asked to inform the Secretary of any changes to enable their data to be kept accurate and up to date.

Personal data will be held by choir officers on password protected electronic devices, or on paper in their homes. Choir officers will take all reasonable steps to guard the privacy of the data they hold.

To protect the privacy of email addresses, when sending group emails to choir members or to those on the mailing list choir officers will paste email addresses into the Bcc address line to prevent other recipients of the email (eg in the event of the email being read by or forwarded to a non-member) seeing other members' email addresses.

SCTB  
15.02.18