

Carlton Community Choir (Halifax)

... those who wish to sing always find a song ...

GDPR Policy

Carlton Community Choir is an informal community group formed to share the joy of singing and companionship. However like all organisations we are required by law to inform members of the type of personal information we collect and why we collect it.

The type of personal information we collect

We currently collect and process the following information:

- Name and contact details

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- In order to run the choir, this includes informing you of any concerts, changes in arrangements, share important information about the choir or to invite you to events.

We do not receive information about you from any others source

We may share this information with other members of the choir unless you 'opt out' from this.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- **Your consent. You are able to remove your consent at any time. You can do this by contacting Carlton Community Choir (Halifax) at ccchalifax@gmail.com**
- **We have a legitimate interest. In simple terms we require this information to enable us to run the choir.**

How we store your personal information

Your information is securely stored on a database which is password protected.

We keep a record of your name and email address and consent forms for as long as you are with the choir. After 6 months of non attendance we will assume that you have left the choir, the consent form will be shredded, your name will be redacted from the register and your details removed from any computer database and backups.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at ccchalifax@gmail.com should you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us via ccchalifax@gmail.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>