

Chiltern West Gallery Quire

Data Protection Policy

7th May 2018

Introduction

This policy is intended to satisfy the requirements of the Global Data Protection Regulations (GDPR) from May 2018. In order to meet the “positive opt-in” requirements of the new legislation we will need to ensure we have gained consent from people on our current contact lists.

All members of the Quire must respect the confidentiality of their fellow members’ details. If you are asked for a member’s contact details which you have received the Quire by someone outside the Quire, then you must ask the member’s permission before providing it.

Members

We keep a record of members’ e-mail addresses, telephone numbers, postal addresses and which part of the quire they sing in and/or which instrument they play.

Members’ information is collected on members’ expected attendance at future events. Paper copies are not normally retained for more than a few months but older versions of the on-line version are automatically maintained by Google Docs for longer.

The information is used to communicate with members regarding rehearsals, events and other matters such as event planning.

The above information may be shared with members of the Quire but must not be shared outside the Quire without members’ permission.

Photographs, videos and sound recordings

Members are assumed to consent to these being taken at events, both during the concert and informally just before and after events. They may be used on the Quire’s website, its Facebook pages and in publicity. They can be removed on requests from members.

Past members

Contact details of past members are retained and may be used for occasional communications such as invitations to special events. Contact details must not be shared outside the Quire and will be deleted upon request from the past member or if they are believed to be out of date.

Mailing list contacts

A list of names and e-mail addresses of people and organisations who have asked to be kept in touch with the Quire is used to send out information on events. Contact details must not be shared outside the Quire and will be deleted upon request or if they are believed to be out of date. The sign-up sheet used to collect contact details of events will contain a copy of this paragraph.

Other contacts

Contact details of various musicians, singers and others with connections to the Quire are kept. These are used for event planning and liaison with the rest of the West Gallery movement. Contact details must not be shared outside the Quire and will be deleted upon request or if they are believed to be out of date.

Subject Access Requests

Requests to see what data the Quire holds on you should be sent to the Quire’s Data Controller (currently David Furber) by e-mail to data.protection@cwggq.co.uk. It may be necessary to request confirmation of the sender’s identity if the sender’s e-mail is not recognised by those processing the request.