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## Be in control of your data - Rosenethe Singers

*We want to make sure that you know what data we collect from you as a member of the group, why we need them, and what we do (and don't do!) with them.*

Please read the information below, and then complete the form and return it to the Data Protection Officer. Please feel free to contact any member of the Committee if you have any questions or would like any further information about this policy.

### Why do we need your data?

We need to collect and store some of your details, for example your name and email address, so that we can let you know about things like rehearsal and event dates, subscription payments, and social events.

### What data do we collect from members?

We collect some of the following types of data from members (we don't collect *all* of these data on *all* members – we only collect details if they're needed):

- Name
- Email address
- Postal address
- Telephone number
- Photos or video footage
- Subscription payments
- Gift aid declarations
- Some financial details
- Member status (e.g. full, concession, inactive but wishing to stay in contact)

We check what data we have on members every two years and remove all details if we no longer need them. If you leave the group, we'll make sure we stop using and/or delete any data we don't need to keep (e.g. for financial reporting) unless you ask us to retain your details as a means of remaining in touch with the choir.

### What do we use it for?

Any of the information listed above might be needed to manage your membership with Rosenethe Singers and to organise and run our activities. We won't ever use these data for anything else unless you give us your active consent for that additional use.

*If you give us your consent, Rosenethe Singers will add your email to our mailing list for the group's marketing/promotional communications. We will always include opt-out options on all such communications. You can withdraw your consent at any point by contacting the Data Protection Officer.*



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### **Do we share your data with anyone else?**

- We will never give your data to third parties for that third party to use.
- We will sometime use third party services (e.g. Google Drive, DropBox) to store or process your data. We will always make that they are reputable and secure, and that your data are kept safe.
- If another member of Rosenethe Singers asks for your contact details we will only ever share them if you consent.

### **What can you ask us to do?**

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase them. To request any of these, please contact the Data Protection Officer who will respond within one month.

### **I've got a question– who should I speak to?**

The best person to speak to is the Data Protection Officer – Catherine Isherwood, [cat.isherwood@gmail.com](mailto:cat.isherwood@gmail.com).

A full copy of Rosenethe Singers' Data Protection and Retention Policy is available on the Members' Page of the website: [www.rosenethesingers.co.uk](http://www.rosenethesingers.co.uk). Please ask a member of the committee if you are unable to access this and we will be happy to provide you with a copy.

## Data Protection Record

I am aware that Rosenethe Singers will collect, hold and use some of my personal data for membership administration purposes.

Full name	
Email address	
Postal address	
Telephone number	
Membership status	
Date of completion	

I am happy for my personal contact details to be available to other members of the choir if requested. Please tick below as appropriate.

All
     
  Email address
     
  Postal address
     
  Telephone number

Rosenethe Singers occasionally sends out email communications about forthcoming events in the area that the Committee considers may be of interest to the members.

I am happy to be included in these mailings.

Yes
     
  No