

ELTHAM CHORAL SOCIETY

DATA PRIVACY NOTICE

Your personal data, what is it?

'Personal data' is any information about a living individual which allows them to be identified from that data (e.g. a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679 (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act 1998.

Who are we?

This Privacy Notice is provided by the Committee of the Eltham Choral Society ('the Society') which is the data controller for your data. The Committee is made up of a number of different office-holders who work together to facilitate the functioning of the Society.

What data does the data controller listed above process?

They will process some or all of the following where necessary to perform their tasks:

- Names, titles;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where you make donations - financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers.

How do we process your personal data?

The data controller will comply with their legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes; to:-

- Enable us to meet all legal and statutory obligations;
- Administer the Society;
- Fundraise and promote the interests of the Society;
- Maintain the accounts and records of the Society;
- Process a donation that you have made (including *Gift Aid* information);
- Seek your views or comments on matters pertaining to the Society;
- Notify you of changes to our rehearsals, events, role holders and matters of related interest.

What is the legal basis for processing your personal data?

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party.

Some of our processing is necessary for compliance with a legal obligation (e.g. communicating with H.M.R.C. concerning 'Gift Aid' tax reclaims).

We will always take into account your interests, rights and freedoms.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

Sharing your personal data:

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):-:

- HMRC
- The Charities Commission

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer required.

Your rights and your personal data:

You have the following rights with respect to your personal data; to:-

- Access information we hold on you.
At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
- Correct and update the information we hold on you.
If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- Have your information erased.
If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold. When we receive your request, we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
- Object to processing of your data.
You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with legitimate grounds to continue to process your data.
- Withdraw your consent to the processing at any time for any processing of data to which consent was sought.

You can withdraw your consent by email, or in person by contacting a member of the Committee.

- Object to the processing of personal data where applicable.
- Lodge a complaint with the Information Commissioner's Office.

Further processing:

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

Where and whenever necessary, we will seek your prior consent to the new processing.

Contact details:

Please contact us if you have any questions about this Privacy Notice or the information we hold about you; or to exercise all relevant rights, queries or complaints at:

The Data Controller, Eltham Choral Society - email: datacontroller@elthamchoral.org.uk.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contactus> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF