



# Wigan Choral Society

## PRIVACY NOTICE

Wigan Choral Society is committed to protecting your privacy. This Statement of Privacy applies to the Wigan Choral website and any agreement entered into with Wigan Choral and governs data collection and usage. By agreeing to give us your data, you consent to the data practices described in this statement.

### **Our Privacy Promise:**

1. To keep your personal data safe
2. To not sell your personal data to any other party or group
3. To give you choices in how you wish to hear from us

### **Collection of your Personal Information**

This notice sets out some of your rights under the new laws which come into effect on May 25th 2018. We will continue to review and update it as and when changes come into effect.

If you choose to enter into an agreement with Wigan Choral Society we will ask you to provide information about you for security, identification and verification purposes. This is personally identifiable information, such as your e-mail address, name, home address and telephone number. When entering into an agreement we will tell you how the information will be used. Wigan Choral Society will retain information collected about you for as long as permitted for legitimate business purposes and to meet any legal obligations.

### **This is what we use your personal information for:**

1. To manage our relationship with you.
2. To develop new ways to meet our members' needs and to help us grow our business.
3. To inform you of information about rehearsals and forthcoming concerts.
4. To provide additional support or guidance about the use of our services.
5. To develop and manage our brand, merchandise and services.
6. To make and manage financial payments.
7. To obey laws and regulations that may apply to us.
8. To enable us to respond to complaints and seek to resolve them.
9. To run our business in an efficient and proper manner.

### **We may collect information about you from these sources:**

- ❖ Data that you provide to us when you register for a taster period in accordance with our rules:
  - First name
  - Last name
  - Email address
  - Contact number
- ❖ Extra data that you provide to us when you when you join Wigan Choral Society as a member – retained for the duration of your membership and/or as required by law:
  - Postal address
  - How you heard about us
  - Harmony part

- ❖ When you email us or write us a letter – only retained if required to meet Wigan Choral Society obligations and as required by law.
- ❖ When you speak with a choir leader directly or their approved deputy – only retained if required to meet Wigan Choral Society obligations and as required by law.
- ❖ Information provided when entering into a patronage agreement or *giftaid* declaration - information dependent on agreement so includes but is not limited to:
  - Contact name
  - Postal address
  - Business address
  - Contact email
  - Contact telephone number

Wigan Choral Society does not collect, use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

Wigan Choral Society will not share your data with any other organisations without your explicit permission.

### **How long do we keep this Information about you?**

Our retention periods are in line with the length of time we need to keep your personal information in order to manage and administer your membership. They also take into account our need to meet any legal, statutory and regulatory obligations. These reasons can vary from one piece of information to the next. In all cases our need to use your personal information will be reassessed on a regular basis and information which is no longer required will be disposed of securely.

### **Who will hold the information?**

The information will be collected in paper form but will then be held securely in digital format by the Registrar and Secretary. All paper copies will be disposed of securely. This information may be shared, as appropriate, with other members of the Trustees and Committee as need arises.

### **If you don't wish to give us personal information**

Under the contracted terms of Wigan Choral Society membership, we may need to collect personal information about you. If you choose not to give us this personal information it will prevent Wigan Choral Society from being able to meet its obligations. It may also mean that we are unable to perform services required to run your membership and may result in Wigan Choral Society having to cancel your membership. Any data collection that is optional will be made clear at the time of collection.

### **Marketing**

Wigan Choral Society also uses your personal data to inform you of other products or services available from Wigan Choral Society and its affiliates. Wigan Choral Society may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered. Wigan Choral Society will seek permission to use photographs of choir members in advertising including leaflets, local press, website and social media.

### **Accuracy of information**

In order to provide the highest level of customer service possible, we need to keep accurate personal data about you. We take reasonable steps to ensure the accuracy of any personal data or sensitive information we obtain. We ensure that the source of any personal data or sensitive information is clear and we carefully consider any challenges to the accuracy of the information. We also consider when it is necessary to update the information, such as name or address changes and you can help us by informing us of these changes when they occur.

1<sup>st</sup> July 2019