

# Rock'n'Soul Singers - Privacy Policy

The trustees of the Rock'n'Soul Singers, based at St Michael and All Angels Church, Underwood, are committed to protecting your personal information and being transparent about what we do with it, in accordance with the EU General Data Protection Regulation, 2018.

## **About this document**

This privacy policy sets out the way we process your personal data and we've created this privacy policy to make sure you are aware of how we use your data as a member of the Rock'n'Soul Singers.

## **How we collect your information**

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you join the Rock 'n' Soul Singers
- Directly from you when you opt into Gift Aid.

## **The types of information we collect**

We may collect the following types of personal data from you:

- Your personal preferred contact details including email address(es), telephone numbers and postal address, date of birth (day and month only), and records of communications linked solely to choir business.
- Photographs taken during rehearsals, concerts and events.

## **How we use personal data**

Personal data provided to us will be used for the purposes set out at the time of collection and, in accordance with the consent given by you.

More generally, we will use your personal data for the following purposes:

- Administration of your Rock'n'Soul Singers membership, notably sharing information about rehearsals, events and uniform.
- Communication about other activities that we think may be of interest to you.
- To celebrate birthdays and make contact during times of illness etc.

- Administering Gift Aid
- Promoting and celebrating the activities of the Rock'n'Soul Singers, using photographs taken during events or rehearsals. The photos might appear on tickets and posters/fliers, in the local press and magazines, on the Rock'n'Soul Singers publicity banners, and on the Rock'n'Soul singers webpage and Facebook page. The photos will be used solely for the purpose of promoting the Rock'n'Soul Singers.

### **Your contact preferences**

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them.

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting David Gibbon ([md@rocknsoul.org.uk](mailto:md@rocknsoul.org.uk)) or Ro Lynam ([ro@rocknsoul.org.uk](mailto:ro@rocknsoul.org.uk))

### **Sharing your information with others**

We do not sell or share your personal data for other organisations to use, other than as set out above.

Personal data collected and processed by us may be shared with:

- other members of the Rock 'n' Soul Singers choir, with your permission.
- HMRC, for the purpose of claiming Gift Aid
- Publicity (photographs only) as set out above.

### **How long your information is kept**

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you are a member of the Rock'n'Soul Singers or until you request it to be removed.

### **Your rights**

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

### **Contact and complaints**

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact

- by email: [ro@rocknsoul.org.uk](mailto:ro@rocknsoul.org.uk)

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk).