



# LINCOLN CHORAL SOCIETY

Founded 1896  
REGISTERED CHARITY NO: 505023

## DATA PRIVACY NOTICE

### Lincoln Choral Society [“the Society”]

**It is recommended that this policy is read in conjunction with the Society’s Data Protection Notice.**

#### **1. What are your personal data?**

Personal data relate to a living individual who can be identified from those data; it includes written documentation and visual images such as photographs and film. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

#### **2. Who are we?**

The Society is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### **3. How do we process your personal data?**

The Society complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying them securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to fulfil the Objects of the Society as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the Society;
- To manage our volunteers;
- To maintain our own accounts and records (including the processing of Gift Aid applications);
- To inform you of news, events and activities run by the Society and other organisations.

By “other organisations” we mean local choral societies and other organisations running musical activities.

By “promote the interests of the Society” we mean use of marketing materials (including films and photography) to advertise future performances or membership to potential audience or new choir members.

#### **4. What is the legal basis for processing your personal data?**

Your explicit consent so that we can keep you informed about news, events and activities and process your gift aid donations.

#### **5. Sharing your personal data**

Your personal written data will be treated as strictly confidential and will only be shared with other members of the Society for purposes connected with the Society with your consent. We will not share this data outside of the Society. For the purposes of marketing and promotion of the Society, we may use your image through film or photographic medium which will be shared outside of the Society. By joining the Society as a choir member, you are providing consent for us to use your personal written data and your image in the ways described above.

#### **6. How long do we keep your personal data?**

We retain membership data while they are still current and up until 7 years after you have left the Society. This is to comply with our insurance requirements. Gift Aid declarations and associated paperwork are retained for up to 8 years after the tax year to which they relate. We retain visual data for use on our website, social media accounts and for marketing and publicity purposes up to 3 years after they are first captured.

#### **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your written personal data which the Society holds about you;
- The right to request that the Society corrects any written personal data if they are found to be inaccurate or out of date;
- The right to request your written personal data is erased where it is no longer necessary for the Society to retain such data;
- The right to request your visual image is removed from our website and social media accounts due to safeguarding reasons
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data.
- The right to lodge a complaint with the Information Commissioners Office.

#### **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Society's Secretary on 07711 395 237 or via email [secretary.lincolnchoralsociety@gmail.com](mailto:secretary.lincolnchoralsociety@gmail.com) or at 31, Fern Drive, Market Rasen, Lincolnshire, LN8 3NU.

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

### Document control

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