



Hardynge Choir Privacy Policy

April 2023

Purpose

Hardynge Choir is committed to protecting your privacy and safeguarding your personal information in accordance with Data Protection legislation. 'Personal information' is information we hold which is identifiable as being about you. This Policy explains how and why we collect your personal information and how it is used.

This Policy may change from time to time so please check it periodically.

Hardynge Choir maintains two databases, one of which holds information about you

- Hardynge Choir membership list
- List of supporters who have asked to be informed about upcoming concerts

Hardynge Choir membership list

We collect the following information about you

- Name
- Voice part (choir membership list only)
- Contact information including email addresses, telephone numbers and postal addresses
- Any other information that you choose to provide when applying to join, or communicating with us for any reason.

The information that we collect and store relating to you is used to keep you informed about news and arrangements within the choir. We will keep your information throughout your period of membership.

List of supporters

We only keep a record of your name and email address

We use this information primarily to inform you in advance about upcoming concerts. We keep the information until such time as you contact us (membership@hardyngechoir.org) to ask us to remove your details from the database.

We ask those purchasing tickets (who are not already on our list of supporters) for permission to add their details to the list at the time of purchase.

Both lists

We will not share your personal information with any other third parties unless you give us permission or we are required to do so by law.

How do we keep your information safe and secure?

We are committed to ensuring that your information is secure.

To prevent unauthorised access or disclosure we have put in place suitable electronic and managerial procedures to safeguard and secure the information we collect.

Your rights regarding the personal information we hold about you

Data Protection legislation gives you the right to access the information that we hold about you. All Subject Access Requests should be made to membership@hardyngechoir.org.

Data Protection legislation gives you the right to delete or update the information that we hold about you. Please email membership@hardyngechoir.org if you wish us to change your information.

If you have a complaint about the way we handle your data or respond to your requests under Data Protection legislation please complain in the first instance to the Hardyngge Choir Chairman at Chairman@hardyngechoir.org, and if you are still not satisfied then complain to the Information Commissioner following advice on the website www.ico.org.uk.

Other information

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