

The Oriel Singers

Privacy Notice how we use your information

1. Your personal data what is it?

Personal data relates to a living individual who can be identified from that data. Data for example can be a name, photograph, email address, bank details, posts on social networking websites, medical information, or a computer IP address. Identification can be by the data alone or in conjunction with any other information in the data controllers possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

2. Who are we?

The Oriel Singers is our official charity name as recorded by the Charities Commission and HMRC. We are a dynamic, mixed voice classical choir based in Liverpool, England, with a membership of over 30 voices from a wide variety of backgrounds who enjoy singing together.

3. How do we process your personal data?

The Oriel Singers complies with its obligations as a data controller under the GDPR by:

- ✓ keeping personal data up to date;
- ✓ storing and destroying it securely;
- ✓ not collecting or retaining excessive amounts of data;
- ✓ protecting personal data from loss, misuse, unauthorised access and disclosure; and
- ✓ ensuring that appropriate technical measures are in place to protect personal data.

4. Why do we process your personal data?

We use your personal data for the following purposes:

- ✓ To deliver our charitable aims which are to promote, facilitate and encourage people gathering from a wide variety of backgrounds to sing together and to perform locally for the enjoyment of the local community.
- ✓ To fundraise and promote the interests of our choir.
- ✓ To manage our employees and volunteers;
- ✓ To maintain our own accounts and records (including the processing of gift aid applications);
- ✓ To carry out comprehensive safeguarding procedures and checks in accordance with best safeguarding practice from time to time;
- ✓ To inform the public and choir members of news, events and activities that are relevant to their needs through posters, postings on our website or by mailings (by email and/or hard copy).

5. What is the legal basis for processing your personal data?

Most processing is necessary for our legitimate interest.

We also process data to enable us to meet our legal, contractual and statutory obligations. Examples would be to operate our payroll function or to undertake disclosure and barring checks or to process your gift aid donations;

6. Sharing your personal data

Your personal data will be treated as confidential. We sometimes need to share the data we process with you and also with others. It will only be shared with third parties where it is necessary for the performance of our work or with your prior consent. We may need to share your data with some or all of the following:

- Our agents, servants and contractors.
- Local and central government

7. How long do we keep your personal data?

We will keep some records permanently (such as minutes of our committee meetings) or for an extended period of time if we are legally required to do so. For example, HMRC require us to retain financial records for a minimum of seven years. We aim to keep data only for as long as is necessary and we may delete it when it is no longer needed.

8. 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 personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right to withdraw your consent to the processing at any time, which you can easily do by email, in writing or by telephone using the contact details below;
- The right to data portability which is to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller;
- 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 (where applicable);
- The right to lodge a complaint with the Information Commissioners Office.

9. Further processing

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

10. Contact Details

To exercise all relevant rights and make queries or complaints please in the first instance contact our Webmaster Governance Officer, Tom Kinloch (governance@orielsingers.uk)

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