# Cantar Community Choir

# Privacy Notice

### What is this guide for?

Whenever we need to collect any of your data, we will let you know at that point **why** we need to do so and **what** it will be used for, but this guide provides a useful overview of all of those situations and provides more detail on how we keep your data secure and up to date, how long we might hold it for, and what your rights are in relation to it.

Cantar Community Choir is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulations (GDPR).

### Who is responsible for data Cantar Community Choir collects?

Cantar Community Choir is a Data Controller under the GDPR. Cantar Community Choir's Data Protection Officer is our membership secretary who can be contacted via [cantarcommunitychoir@gmail.com](mailto:cantarcommunitychoir@gmail.com)

### What data do we collect and what do we use it for?

Cantar Community Choir collects data from individuals to help us plan, organise and run the day-to-day operations of the group (e.g. co-ordinating rehearsals or collecting subscription payments) and to promote and market the group's activities (e.g. marketing mailing lists and photography/video capture for our website).

### Members: for administering membership and promoting Cantar

When you join Cantar Community Choir as a member, or during your membership with us, we may need to collect the following information on you:

- Name
- Email address
- Postal address
- Phone number
- Photos/video footage
- Subscription payments

This data will be used by committee members to manage your membership with Cantar Community Choir, to organise and run our activities and to market Cantar through our website, Facebook and You Tube. Personal addresses and phone numbers will not be collected routinely and would only be used for emergencies and when members do not use e-mails.

If you give us your consent to do so, we will also use your e-mail address to send you marketing/promotional communications about Cantar and about the charities we support.

Any marketing/promotional communication we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also withdraw consent at any point by contacting the Data Protection Officer, our  membership secretary on cantarcommunitychoir@gmail.com

**How do we keep your data secure?**

Cantar Community Choir takes the security of personal data very seriously and access to this data is restricted on a need-to-know basis. For further information see our Data Protection Policy which can be found at www.cantarchoir.org.uk

**Event attendees: for processing and managing tickets for events**

Where our events are ticketed and we use Eventbrite for the sale of tickets, we need to collect data on the person booking (name and email) in order to allow them access to the event and to send them a confirmation of their reservation/purchase. This data will only be used for administering their access to the event/s for which they have booked and will **not** be used to send marketing/promotional messages from the group unless they have also provided your consent to receive these (see below). See our Data Protection Policy on www.cantarchoir.org.uk

**Freelancers and contractors: for administration and legal/regulatory purposes**

We may need (for administration or for legal/regulatory reasons) to collect personal or sensitive data on freelancers working with Cantar. Where this is the case, we will explain what this is for at the point of collection.

**Mailing list subscribers: for marketing and promotion**

We offer everyone the opportunity to sign up (consent) to receive marketing and promotional information on the group's activities (e.g. emails about forthcoming events, fundraising events and our nominated charities).

When you sign-up to our marketing mailing list we will ask for your name and email, and will use this data to send you information about our events and activities (e.g. forthcoming performances, fundraising events and our nominated charities).

If you give us consent to do so we will use your data to send you marketing messages from 3rd parties but only about other musical events and concerts in the York area.

You will be free to change your mind at any time by contacting us directly on cantarcommunitychoir@gmail.com or clicking the unsubscribe link when it appears on our e-mails.

**Website visitors: for running and improving our website**

We use cookie technology when a person visits our website to collect and analyse *anonymised* data on how many people have visited, what pages they have looked at and other statistical information. We also use cookies to allow members to log in and out in order to view our members-only section

We use a pop-up banner to let users know about this on their first visit, and they can at any time disable cookies in their browser if they do not wish their (anonymised) data to be tracked.

You can find out more about cookies at http://www.allaboutcookies.org/

**Do we share your data with anyone else?**

We will never pass your details on to third parties for marketing purposes.

We sometimes use third party services to process your data (e.g. Google Drive). We will only use third party services which we know to be reliable and secure however we cannot be held responsible for any breach of security by a third party.

**How do we use photographs and videos taken at our events?**

We use photographs and video footage taken at our events to promote our choir and to publicise future events through our website which is a necessary and legitimate use. However, we will not disclose names of individuals on these photographs and the rights, interests and freedoms of individuals in the photos and videos will not be at significant risk. Any photographs taken of choir members will be stored anonymously.

We will let members know when photos/videos are being taken. We will minimise the risk of individuals being identified when using images on the website or on marketing material. As a matter of courtesy, we will always seek permission before close-ups of small groups or individuals are used.

If you give your consent we will use photographs taken at our concerts and socials events on our Facebook page.

**Are there special measures for children's data?**
We do not knowingly collect or store any personal data about children under the age of 13.

**How can you update your data?**

You can contact us at any time at cantarcommunitychoir@gmail.com to update or correct the data we hold on you.

**How long we will hold your data?**

The Cantar Community Choir Data Retention Policy is to review all data held on individuals at least every two years and remove data where we no longer have a legitimate reason to keep it.

Where you have withdrawn your consent for us to use your data for a particular purpose (e.g. unsubscribed from a mailing list) we may retain some of your data for up to two years in order to preserve a record of your consent having been withdrawn.

**What rights do you have?**

Under the GDPR, you have the following rights over your data and its use:

- The right **to be informed** about what data we are collecting on you and how we will use it
- The right of **access** - you can ask to see the data we hold on you
- The right to **rectification** - you can ask that we update or correct your data
- The right to **object** - you can ask that we stop using your data for a particular purpose
- The right to **erasure** - you can ask us to delete the data we hold on you
- The right to **restrict processing** - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated
- Though unlikely to apply to the data we hold and process on you, you also have rights related to **portability and automated decision making** (including profiling)

All requests related to your rights should be made to the Data Protection Officer at cantarcommunitychoir@gmail.com  We will respond within one month.

You can find out more about your rights on the Information Commission's Office website

**What will we do if anything changes?**

If we make changes to our privacy statements or processes we will post the changes here. Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, will we ask for your consent to continue processing your data after these changes are made.

# Use of Cookies

**What are 'cookies'?**

'Cookies' are small text files that are stored by the browser (for example, Internet Explorer) on your computer or electronic device. They allow websites to 'remember' you for a period of time so that they can store things like user preferences and make the website quicker and easier for you to use.

Without cookies, some things on websites would not be able to work: for example, without cookies it might not be possible to know whether or not you are logged in on a website, which would prevent you from being able to see content restricted to logged-in users in the member's area.

**How does the Cantar Community Choir website use cookies?**

A visit to a page on the Cantar Community Choir website may create the following types of cookie:

- Registration and preferences cookies
- Anonymous analytics cookies

**Registration and preferences cookies**

When you register with Cantar Community Choir, we generate cookies that let us know whether you are signed in or not. Our servers use these cookies to work out which account you are signed in with, and if you are allowed access to a particular service. It also allows us to associate any comments you post with your username. If you have not selected 'keep me signed in', your cookies get deleted when you either close your browser or shut down your computer.

**Anonymous analytics cookies**

Every time someone visits our website, software provided by other organisations ([Google Analytics, Wordpress]) generates an 'anonymous analytics cookie'.

These cookies can tell us whether or not you have visited the site before and what pages you visit. Your browser will tell us if you have these cookies and, if you don't, we generate new ones. This allows us to track how many individual users we have, and how often they visit the site. We use them to gather statistics, for example, the number of visits to a page, to help us identify if visitors would benefit from more information on a particular area.

**How do I turn cookies off?**

It is usually possible to stop your browser accepting cookies, or to stop it accepting cookies from a particular website.

All modern browsers allow you to change your cookie settings. You can usually find these settings in the 'options' or 'preferences' menu of your browser. To understand these settings, the following links may be helpful, or you can use the 'Help' option in your browser for more details.

- Cookie settings in Internet Explorer
- Cookie settings in Firefox
- Cookie settings in Chrome
- Cookie settings in Safari

Please note: switching off cookies may prevent some aspects of our website from working fully (e.g. you may not be able to access our members-only).


**Useful links**
You can find out more about cookies and their use on the internet from www.allaboutcookies.org