

Cantar Community Choir

Privacy Statement for Members

Be in control of your data

We want to make sure that you know what data we collect from you as a member of the group, why we need it, and what we do (and don't do!) with it.

Please have a quick read of the information below and then **sign your name on the Consent Form for Members** so we can be sure you have had an opportunity to see this and ask any questions you may have. Thank you.

Why do we need your data? We need to collect and store some of your details, for example your name and email address, so that we can let you know about things like rehearsal and event dates, subscription payments, and social events.

What data do we collect from members? We collect the following types of data from members:

- Name
- Email address
- Photos/video footage
- Subscription payments

We check what data we have on members every two years and remove it if we no longer need it. If you leave the group, we'll make sure we stop using and/or delete any data we don't need to keep (e.g. for financial reporting).

What do we use it for? The information listed above is needed to manage your membership with Cantar Community Choir and to organise and run our activities and to promote Cantar through our website. We won't ever use this data for anything else unless you give us your active consent for that additional use.

If you give us your consent, Cantar Community Choir will add your email address to our mailing list for the group's marketing/promotional communications and from other musical events and concerts in the York area. We will also seek your consent before posting on our Facebook Page, or using for other marketing purposes, any photographs or videos from which you can be identified. You can withdraw your consent at any point by contacting the Data Protection Officer.

Do we share your data with anyone else?

- We will never give your data to third parties for that third party to use.
- We will sometime use third party services (e.g. Google Drive, Mailchimp) to store or process your data. We will always make that these are reputable and secure, and that your data is kept safe.
- If another member of Cantar Community Choir asks for your contact details we will only ever share them if you consent.

What can you ask us to do? At any time, you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the Data Protection Officer who will respond within one month.

I've got a question– who should I speak to? The best person to speak to is the Data Protection Officer – Emma Whiting

Member Confirmation

I am aware that Cantar Community Choir collects, holds and uses some of my data for membership administration purposes and to promote the activities of the choir on the choir's website.

Name:

Signed:

Date:

Marketing and promotions, please tick below if you give consent. (optional)

<ul style="list-style-type: none">I would like to be added to the email mailing list for Cantar Community Choir's marketing (e.g. emails about our forthcoming events, our charities and our fundraising events)	
<ul style="list-style-type: none">I give consent for Cantar Community Choir to send me e-mails and information about other musical events and concerts in the York area.	
<ul style="list-style-type: none">I give consent for photographs and video footage of me with Cantar Community Choir to be shared on Cantar's Facebook page and on Cantar's marketing materials (eg fliers and concert programmes) .	