

DATA PROTECTION POLICY

1. All information about people, whether in paper or digital form, is their property and we hold it securely. Where digital data is stored, the documents will in all instances be password protected.
2. Such information is only used for purposes directly related to Shaldon Singers. It is never shared with third parties.
3. Data supplied to us by members is recorded and used for 'legitimate purposes' including circulating rehearsal notes and AGM notices. Information is only retained while a person is a member, and they have the right to modify the data if they so wish. Should they leave the choir, their details are deleted unless needed for financial purposes in which case they are retained for 6 years.
4. Data supplied to us by people wishing to join the choir is retained until they become a member, or they inform us that they no longer wish to be on the waiting list. It is reviewed on an annual basis.
5. Data supplied by freelance performers is only used to contact them about performing in a concert, which is a 'legitimate purpose'. Their details are retained unless we are advised otherwise.
6. The names of freelance performers can legitimately be included in programmes without their permission because their names are synonymous with their reputations, but permission will be sought for the names of singers and helpers.

This policy will be reviewed before each AGM and any significant changes will be brought to the attention of the members before the AGM.

Revised 23 September 2021