



## 1.0 Introduction

- 1.1 Wycliffe Choral Society (WCS) holds personal data for its members and participating musicians to provide membership benefits of WCS including participation in rehearsals, concerts, tours and social events, and to keep members fully informed of the details of such activities.
- 1.2 As a small charity which only processes data for recreational reasons, WCS is not required to register with the Information Commissioners Office (ICO) under the Data Regulation (EU) 2016/679
- 1.3 Responsibility for compliance with the General Data Protection Regulations lies with the membership secretary

## 2.0 Protection of Personal Data

2.1 To protect the data WCS will

- only collect information that is needed to communicate with members and to conduct the business of WCS, including rehearsals, membership, concerts, social events and tours.
- keep the information secure.
- ensure it is relevant, accurate and up to date.
- only hold as much as is needed, and only for as long as it is needed.
- allow the subject of the information to see it on request.
- erase information at the request of the subject of the information.

## 3.0 Collection and retention of information

3.1 WCS collects information from individuals for the following purposes:

- Maintenance of a membership list, including contact details, to enable the passage of information between the Society and its members.
- Maintenance of bank details to enable payments to be made and to facilitate Gift Aid.
- Maintenance of contact details to enable business activities such as hire of musicians
- Maintenance of contact details to facilitate charitable support of WCS

3.2 No information is disclosed to third parties unless the individual agrees that their personal information can be released (for example, to facilitate payments or inclusion of names in concert programme.)

3.3 Records that are not required are not kept, once an individual requests its deletion or ceases to have a relationship with WCS.

## 4.0 Minors

Details of minors (e.g. Wycliffe College pupils performing at concerts) are not normally kept by WCS. Any person under the age of 16 wishing to become a member of WCS will require the written consent of their parent or guardian for WCS to hold their contact details and publish their name in the concert programme.

## 5.0 Individuals have the following rights:

- 5.1 To be informed
- 5.2 Right of access
- 5.3 Right to rectification
- 5.4 Erasure
- 5.5 Restriction of processing
- 5.6 Right to object
- 5.7 Data portability
- 5.8 Right not to be subject to automated decision-making including profiling

5.9 Any individual wishing to exercise the above rights shall send their request by email to [members@wycliffechoralsociety.org.uk](mailto:members@wycliffechoralsociety.org.uk) or in person to the membership secretary, who shall provide a copy of such data to the individual within 21 days.

## 6.0 The following shall appear at any point where personal details are collected:

**Privacy notice:** *Wycliffe Choral Society (WCS) holds the names and contact details of its members and participating musicians, as provided by the members and musicians themselves. This information is used to facilitate the running of the Choral Society and is not shared with any other organisation.*

*The Society's Data Protection Policy is available from the membership secretary or at <https://www.wycliffechoralsociety.org.uk/members/policies>*

## 7.0 Data Breaches

If a data breach occurs which is likely to result in a risk to the rights and freedoms of individuals, it must be notified to the Information Commissioner's Office (ICO). As very little data is held, WCS is considered to be at a very low risk. However, any such breach found should be notified to the WCS Secretary immediately, either in person or at [members@wycliffechoralsociety.org.uk](mailto:members@wycliffechoralsociety.org.uk) who will ensure that the ICO is informed.