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## Privacy Statement

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18/05/2018

Prepared by: Wessex Harmony A Cappella Harmony Chorus herein known as Wessex Harmony

Approved: - Date-

### **Why does WESSEX HARMONY need your data?**

WESSEX HARMONY needs to gather and use certain information about individuals in order to operate and let members know about things like events, payments, meetings and general information about the Chorus.

### **What data does WESSEX HARMONY collect from members?**

WESSEX HARMONY collects some of the following types of data from members. WESSEX HARMONY does not collect all of this data on all members – only the data if it is needed:

- Name
- Email address
- Postal address
- Phone number
- Photos/video footage
- Subscription payments
- Gift Aid declarations
- Bank details
- Age /DOB
- Criminal records check

Every two years WESSEX HARMONY checks what data it holds on members and removes it if is no longer needed. If you leave the Chorus, WESSEX HARMONY will make sure it stops using and/or deletes any data it does not need to keep (e.g. for financial reporting).

### **What does WESSEX HARMONY use it for?**

Any of the information listed above might be needed to manage your membership with WESSEX HARMONY and to organise and run its activities - this can include using photo/video footage under legitimate interest. WESSEX HARMONY will not use this data for anything else unless it has your active consent for that additional use.

When photos/video footage are to be used under legitimate interest, WESSEX HARMONY will undertake to:

### **Does WESSEX HARMONY share your data with anyone else?**

- WESSEX HARMONY will never give your data to third parties for that third party to use.
- WESSEX HARMONY will sometimes use third party services (e.g. Dropbox) to store or process your data. WESSEX HARMONY will always make sure that they are reputable and secure, and that your data is kept safe.
- If another member of WESSEX HARMONY (other than a Board member/teams organising events) asks for your contact details, we will only ever share them if you consent.
- Inform members when photos/videos are being taken:
  - Minimise the risk of someone being identified when used publicly.
  - Store the photos/videos anonymously and will avoid saving files using members' names whenever possible. Photos/videos will not be linked to any other data WESSEX HARMONY might have on the individual.
  - Store everything safely and securely.
- Club contact information (usually Chairman and Treasurer unless otherwise requested) is provided to Making Music as a requirement of their membership to Making Music and the provision of insurance.

### **What can you ask WESSEX HARMONY to do?**

At any time, you can ask to view, update or correct any data WESSEX HARMONY holds on you. You can also ask that WESSEX HARMONY stops using your data or that WESSEX HARMONY erases it. To request any of these, please contact your club Membership Secretary in the first instance to check the data held and then contact the Data Protection Officer who will respond within one month.

### **I have a question – who should I contact?**

The best person to contact is the Data Protection Officer who is the WESSEX HARMONY Web Admin – contact details can be found on the WESSEX HARMONY website ([www.wessexharmony.com](http://www.wessexharmony.com)).