



Paisley
Philharmonic Choir

DATA PROTECTION POLICY

(GDPR) GENERAL DATA PROTECTION REGULATION 2018

Our Choir (a registered charity) is required by law to follow this regulation with regards to the personal data held by the Choir on behalf of members.

The Committee take your privacy seriously and only use your personal information to administer your membership of Paisley Philharmonic Choir and to provide you with news and updates about the activities of the Choir, opportunities to get involved in the Choir performances, general meetings and other events. This data also allows the Committee to respond to and investigate your questions, comments, complaints, support needs and concerns.

The data we hold comprises each Choir member's name, address, telephone number and email address and is held by the Membership Secretary (Data Officer), and members of the Committee, to enable communication with members regarding all issues relating to the running of the Choir, performances, meetings and social events. Choir stewards hold contact details for choir members in their groups, for the same reasons as stated above.

- Your data is accessed as a requirement of your membership.
- Your personal information is accessed by the Committee and Stewards only for the purposes set out above and will not be kept after your membership ceases.
- Your personal information can be withdrawn or amended freely by contacting the Membership Secretary, who will comply with this request within 30 days of a written request.
- Where a breach of information is identified, then the Committee will, in compliance with the regulations, notify the said breach within 72 hours to the ICO.

I, the undersigned, consent to the above.

Signed

Dated