

Dorking Choral Society (DCS)

Data Protection Privacy Policy

Under the General Data Protection Regulation/GDPR 2018, implemented by the Data Protection Act 2018, members of DCS are entitled to know the Privacy Policy which we, as an organisation, have adopted to comply with the provisions of the Regulation. This is set out below.

- Information on current and recent choir members is held by Officers and Committee members of DCS for the purposes of administering the business of the choir (for example, choir communications and membership subscriptions). Information may also be used to provide our contacts with promotional material on concerts and choral events.
- Information is currently held in an Excel Spreadsheet on a secure shared server (Dropbox), and is available only to Committee members. DCS will always endeavour to keep this information safe and secure.
- The Officers of the Society (Chairman, Secretary and Treasurer) are responsible for administering the DCS Privacy Policy.
- Information held is restricted to name, voice part, address, telephone number, and email, as well as temporary records on rehearsals attended etc, and monies paid.
- Members have the right to know what information is held and why. If a member requests it, DCS will provide them with details of all information held about them, in writing, within one month of the request. Any incorrect information will be corrected within 30 days of the error being notified.
- DCS will keep information accurate and, where necessary, update it. Any information held on a member will be deleted on request, unless there is a lawful reason to keep and use that information for legitimate interests or contractual obligation, or there is a legal requirement to keep information (for example, for Gift Aid claims).
- DCS may send members occasional emails, social media communications, AGM documents and newsletters about choir activities, including social events.
- DCS is a participating choir in the Leith Hill Musical Festival (LHMF), and we pass on to our members news, information etc. about LHMF from the LHMF Secretary.
- DCS may communicate with members by letter, email, social media (eg Facebook) or telephone. Group emails to the membership are sent as blind copies so that other recipients cannot see each others' email addresses.
- No information will be provided to third parties without members' consent.