

# Marlow Community Choir at Borlase

## Data Protection Policy

Under current data protection legislation the Choir committee, as data controller, is required to demonstrate their compliance with and understanding of the regulations for holding and using personal data.

Our published policy is:

1. The Choir only collects the information necessary for its own activities.
2. Members of the choir permit details to be held by MCCaB committee in line with this policy.  
Details will include name, email address, telephone/mobile number and subscription status.
3. Contact details of choir members are restricted to the executive committee.  
Lists will not be published and emails will be sent out with the circulation list in the BCC section.
4. Any other data voluntarily provided by members will also be covered by this policy.
5. Data may only be shared with other organisations with the specific written permission of the individual.
6. The submission of images for publicity purposes requires any identifiable individuals' explicit consent to share basic data with the publishing body.
7. Any member is entitled to access their personal data held by the choir. They do not have to give a reason but must ask in writing or by email. The information must be provided without delay and at the latest within one month of receipt.
8. The choir must take all reasonable precautions to ensure that the data it holds is accurate and up to date. Individuals have a right to have inaccurate personal data rectified, or completed if it is incomplete
9. Choir members may be notified of external concerts, workshops, etc; however, members' details will never be shared with third-parties, other than as specified in points 5 and 6 above. Data held on members will not be used to circulate marketing material that is unrelated to music. Occasionally choral or other offers that are considered relevant to members may be circulated.  
Members may opt out of these emails.
10. Data will be retained as long as an individual remains a member, but when a member resigns their data must be removed from the choir records as soon as is practicably possible.