



## Privacy Notice for Men2Sing (South Woodham Ferrers Male Voice Choir)

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## **What personal data does Men2Sing (South Woodham Ferrers Male Voice Choir) collect?**

The data we routinely collect includes members' names, addresses, email addresses. We collect this data directly from our members when they join the club.

## **What is this personal data used for?**

We use members' data for the administration of your membership; the communication of information, and the organisation of events. We provide your information to South Woodham Ferrers Village Hall Trust. An explanation for this is given in the section below.

## **Who is your data shared with?**

Your membership data is passed on to the South Woodham Ferrers Village Hall Trust, of which you become an affiliated member when you join **Men2Sing**. The South Woodham Ferrers Village Hall Trust do not share this data with any other party, but has to have this information to comply with licensing regulations.

Your personal data is not passed on by us to organisations other than those indicated above, whether or not connected with the choir.

## **Where does this data come from?**

Data for most of our members comes from them when they join **Men2Sing** or when they update their information with the membership secretary.

## **How is your data stored?**

This information is mainly stored in digital form on computers and in the form of written documents stored and kept by the membership secretary. Any information that is stored remotely is stored in the EU/ in compliance with the GDPR.

## **Who is responsible for ensuring compliance with the relevant laws and regulations?**

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring **Men2Sing** discharges its obligations under the GDPR is The Choir Secretary.

## **Who has access to your data?**

Members of the committee and employees of **Men2Sing** have access to members' data in order for them to carry out their legitimate tasks for the organisations.

Sub-contractors of **Men2Sing** may be given access to data for specific tasks, such as sending mailings. They are not free to use it for any other purpose.

## **What is the legal basis for collecting this data?**

**Men2Sing** collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation and participant in any competitions that we may wish to enter.

For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

Similarly, personnel data is kept in compliance with our legal obligations.

## **How you can check what data we have about you?**

If you want to see the basic membership data we hold about you, you should contact The Membership Secretary.

You can contact us with a "Subject Access Request" if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

### **Does Men2Sing collect any “special” data?**

The GDPR refers to sensitive personal data as “special categories of personal data”.

We do not record any such special data of these categories.

### **How can you ask for data to be removed, limited or corrected?**

There are various ways in which you can limit how your data is used.

- You could maintain your club membership with your correct name but with limited contact details. However, we do need to have at least one method of contacting you. You could for example simply maintain an up-to-date email address, but of course this would limit what we are able to provide you with in the way of written information.
- You may choose not to receive information emails from **Men2Sing** (we do not send any out on behalf of other organisations). This could also mean you miss out on vital information.
- Any of these options can be implemented by contacting The membership Secretary or Choir Secretary.

### **How long we keep your data for, and why?**

We normally keep members’ data after they resign or their membership lapses in case they later wish to re-join. However, we will delete any former member’s contact details entirely on request.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

### **What happens if a member dies?**

We normally keep members’ information after they die. If requested by their next-of-kin to delete it we will do so on the same basis as

### **Will my name appear on the online directory?**

Members will be asked for their permission to appear on this but can opt out at anytime by making a request to the membership secretary.