

Woodbridge Choral Society Privacy Policy

Woodbridge Choral Society ('WCS') takes the security of your data very seriously.

Woodbridge Choral Society is a charity (Registered Charity No. 276627) which is funded by subscriptions from members, sponsorship from Friends, revenue from advertisers in its concert programmes, as well as donations and sponsorship from individuals and local organisations.

We are committed to protecting your privacy whilst keeping you updated with strictly choir-related business such as information about rehearsals, concerts, WCS social events.

The Chairman, Secretary and Treasurer of the WCS act as Joint Data Controllers as defined by GDPR regulations.

What data do we collect and how?

Upon joining the choir and upon renewing your membership each year, you will be asked to give your name, address, email address, telephone number(s) and SATB voice part with your permission for these to be kept on record.

You will be able to check and update your own data online at any time by logging on to your WCS membership page, and we encourage members to keep their contact details up to date.

How do we store your data?

Electronically-held data is kept within an online password-protected and secure environment, accessible only by members of the WCS Committee and Voice Captains. Any physically-held data (e.g. sign-up sheets) is stored in a secure manner by the Membership Secretary.

Woodbridge Choral Society will keep data on individuals for no longer than 3 years after your subscription has expired. Paper copies will be destroyed and electronic records deleted.

Who has access to your data?

Contact information is not shared with anyone other than members of the Woodbridge Choral Society Committee and Voice Captains. We use the licensed data processors **membermojo** for membership administration and **Mailchimp** for emailing newsletters and other choir-related information to the membership.

Your contact information is not shared with other members.

What happens when I follow links from the Woodbridge Choral Society website?

If you follow links to other websites from our website your data will be subject to the privacy policies of those sites. You should refer to these policies before providing your data. Woodbridge Choral Society has no control over the content of other websites.

What requests can I make regarding my data?

All WCS members, Friends and sponsors can check and update their own details online by logging onto their WCS membership page.

Beyond this, and in line with GDPR regulations, they can apply in writing to the WCS Data Controllers (secretary@woodbridgechoralsociety.org):

- to see any data stored about them.
- to ensure that any inaccurate data held on them is updated.
- to ensure that any data held on them is deleted.

We will acknowledge receipt and ensure that the changes are actioned within 28 days.

Who should I contact if I have some concerns or complaints?

To exercise all relevant rights, queries or complaints, in the first instance, please contact the Secretary, secretary@woodbridgechoralsociety.org

All WCS members, Friends and sponsors also have the right to lodge a complaint with the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

What happens when this policy changes?

This privacy policy was published on 22 May 2018 and updated on 30 August 2021. Changes may be necessary to this policy to reflect legal or data processing developments or the changing needs of our Society. If we change the policy we will provide information on our website so that users can review the changes. Any significantly different use of your data will be communicated to you.

Privacy Policy for Mailing Lists

Woodbridge Choral Society may, via its website or third party ticket sales platforms (currently **TicketSource**), invite its supporters to join its Marketing Mailing List. WCS will collect the minimum personal data required to communicate with consenting supporters.

- Any time that data is collected for this purpose, we will provide:
- A method for users to show their positive and active consent to receive these communications (e.g. a 'tick box')

A clear and specific explanation of what the data will be used for (e.g. 'Tick this box if you would like Woodbridge Choral Society to send you email updates with details about our forthcoming events')

Data collected will only ever be used in the way described and consented to (e.g. we will not use email data in order to market third-party products unless this has been explicitly consented to).

Every marketing communication will contain a method by which a recipient can withdraw their consent, normally an 'unsubscribe' link in an email. Opt-out requests such as this will be processed within 14 days.