**GUERNSEY GLEE SINGERS**

**DATA PRIVACY POLICY**

1. About this Policy
	1. This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.
	2. We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
	3. We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website – [www.gleesingers.org.gg](http://www.gleesingers.org.gg) - regularly for any amendments (but amendments will not be made retrospectively).
	4. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Office of the Data Protection Authority in Guernsey (www.odpa.gg). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.
2. Who are we?
	1. We are the Guernsey Glee Singers (“the Choir”).
	2. We can be contacted at guernseygleesingers@gmail.com
3. What information we collect and why. (Type of information, purpose and legal basis of processing)
	1. Member’s name, telephone number(s) and e-mail address(es) for
		1. managing the Choir’s membership in accordance with its Rules
		2. operating the Choir’s WhatsApp group (which you are free to leave at any time) so that Choir members can communicate with each other informally.
	2. Name, e-mail address and telephone number of each member of the Choir’s Committee (including those of the Musical Director and the Accompanist and any ancillary assistants who may from time to time provide cover for these positions) for the following purposes:
		1. to enable communication between the Committee members;
		2. for information to be filed on the Charities Register of the Guernsey Registry [www.greg.gg](http://www.greg.gg) ;
		3. for contact information to be published on the Choir’s website;
		4. to produce publicity documents for the Choir’s performances; and
		5. to carry out any other legitimate interests in operating and promoting the Choir.
	3. Name only of the Patron, Vice Patrons and all historical Conductors for the relevant pages in our website
4. How we protect your personal data
	1. We will not transfer your personal data outside the EU without your consent.
	2. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
	3. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
	4. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
5. Who else has access to the information you provide us?
	1. We will never sell your personal data.
	2. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law.
6. How long do we keep your information?
	1. We will hold your personal data on our systems for as long as you are a member of the Choir and for as long afterwards as it is in the Choir’s legitimate interest to do so or for as long as is necessary to comply with our legal obligations.
	2. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data.
	3. We securely destroy all financial information once we have used it and no longer need it.
7. Your rights
	1. You have the following rights under the GDPR:
		1. to access your personal data.
		2. to be provided with information about how your personal data is processed.
		3. to have your personal data corrected.to have your personal data erased in certain circumstances.
		4. to object to or restrict how your personal data is processed.
		5. to have your personal data transferred to yourself or to another business in certain circumstances.
	2. You have the right to take any complaints about how we process your personal data to the Data Protection Commissioner, The Office of the Data Protection Authority, St Martin’s House, Le Bordage, St Peter Port, Guernsey GY1 1BR / Email – enquiries@odpa.gg / Tel – 01481 742074.

For more details, please address any questions, comments and requests regarding our data processing practices to guernseygleesingers@gmail.com

*Last updated: 20th January 2021*