



Registered Charity Number: 514557  
Founded 1962

### **Privacy Notice**

Durham Choral Society, hereinafter referred to as the Society, complies with the Data Protection Act (2018). Under current legislation the Society is a data controller and, as a small charity, is exempted from notification with the Information Commissioner.

Nonetheless, The Society follows the Information Commissioner's Code of Practice and all data processing operations shall comply with the eight Principles of the Data Protection Act (2018).

#### **The Data Protection Act 1998: How we use your information**

We process personal data relating to our members for administrative purposes to assist in the running of the Society and/or to facilitate the payment of annual subscriptions. The collection of this information will benefit both national and local users by:

- improving the management of Society data
- publicising concerts given by Society members
- enabling development of a comprehensive picture of the Society and how voices are balanced.
- informing the development of recruitment and retention policies.
- allowing better financial modelling and planning.
- supporting the work of the Making Music Body.
- enhancing the contribution made by the Society to the community as a whole.

The data we hold includes: name, address, telephone number(s), e-mail address. We also record voice type, category of membership, attendance at rehearsals and gift aid details. Photographs of the Society are used for publicity purposes, but, in most cases, individual members are not named.

The Society also collects and holds additional personal information for Trustees, Committee Members, and other volunteers, Friends, orchestra members, soloists etc. the level of which is dependent on their role. Information on Trustees meets Charity Commission Requirements.

Personal contact details are used only for the administration of the affairs of the Society, and are distributed only to Committee members, and to others approved by the Committee, for specific purposes.

Any member wishing to verify personal information held by the Society should apply to the Membership Secretary.

Contact details are held for former members and friends for a period of twelve

months following the year during which membership or Friends status is terminated, after which their details are deleted from the respective databases. Ex members remain on the concert mailing list until they choose to unsubscribe.

Contact details may be held about prospective members while they decide whether or not to join the Society. If such a prospective member then decides against joining the Society, all data held about that person shall be deleted. Details will then be used for advertising concerts until that person opts to unsubscribe from the mailings.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- HMRC for Gift Aid purposes.
- The Charity Commission for charity governance purposes

Provision of anonymised and aggregated data

- Making Music and similar - data is provided from time to time in response to surveys from music organisations

If you require more information about how we store and use your personal data please contact:

- Membership Secretary

If you want to see a copy of information about you that we hold, please contact:

- Membership Secretary

If you want to discuss photographs of you that we hold, please contact:

- Membership Secretary

This policy will be reviewed annually or if the Information Commissioner's requirements change.

#### Document History

September 2015	Policy developed and adopted by Committee	✓
Summer 2022	Policy further developed	✓
September 2022	Policy adopted by Committee	✓
September 2024	Scheduled review (earlier if legislation changes)	✓
July 2024	Reviewed, no changes made	✓
Summer 2026	Scheduled review (earlier if legislation changes)	