



South Devon Choir

Privacy Notice, including Cookies information

What is this guide for?

Whenever we need to collect any of your data, we will let you at that point *why* we need to do so and *what* it will be used for, but this guide provides a useful overview of all of those situations and provides more detail on how we keep your data secure and up to date, how long we might hold it for, and what your rights are in relation to it.

South Devon Choir is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulations (GDPR).

Who's responsible for data the group collects?

South Devon Choir is a Data Controller under the GDPR. South Devon Choir's Data Protection Officer is our Membership Secretary who can be contacted through our website.

What data do we collect and what do we use it for?

South Devon Choir collects data from individuals to help us plan, organise and run the day-to-day operations of the group (e.g. co-ordinating rehearsals or collecting subscription payments) and to promote and market the group's activities (e.g. marketing mailing lists and photography/video capture).

Members: for administering membership

When you join South Devon Choir as a member, or during your membership with us, we may need to collect some of the following information on you:

<ul style="list-style-type: none">• Name• Email address• Phone number• Address• Emergency contact details• Medical information	<ul style="list-style-type: none">• Gift Aid Declarations• Photos/video footage
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This data will be used by committee members to manage your membership with South Devon Choir and to organise and run our activities.

If you give us your consent to do so, we may also use your contact details to send you marketing/promotional communications from the group.

Any marketing/promotional communication we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also withdraw consent at any point by contacting the Data Protection Officer.

Event attendees: for processing and managing tickets for events

Where our events are ticketed, we need to collect data on the person booking (name and email) in order to allow you access to the event and to send you a confirmation of your reservation/purchase. This data will only be used for administering your access to the event/s for which you have booked and will *not* be used to send you marketing/promotional messages from the group unless you have also provided your consent to receive these (see below).

Employees and contractors: for administration and legal/regulatory purposes

We may need (for administration or for legal/regulatory reasons) to collect personal or sensitive data on employees or contractors of the group. Where this is the case, we will explain what this is for at the point of collection.

Mailing list subscribers: for marketing and promotion

We offer everybody the opportunity to sign up (consent) to receive marketing and promotional information on the group's activities (e.g. emails about forthcoming events).

When you sign-up to our marketing mailing list we will ask for your name, email or phone number or address and will use this data to send you information about our events and activities (e.g. forthcoming performances, social events and fundraising events). We may also ask for your preferred topics and communication methods. These allow us to tailor the information we provide to suit your preferences (e.g. email vs post).

We will *only* send you information that is related to the group (e.g. we will *not* use your data to send you marketing messages from 3rd parties).

Anything we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also do so at any time by contacting the Data Protection Officer.

Website visitors: for running and improving our website

We use cookie technology when a person visits our website to collect and analyse *anonymised* data on how many people have visited, what pages they have looked at and other statistical information.

We use a pop-up banner to let users know about this on their first visit, and they can at any time disable cookies in their browser if they do not wish their (anonymised) data to be tracked.

You can find out more about cookies in our cookie policy which is part of our Data Protection and Retention Policy which is available on our website or you may request a printed copy from our Data Protection Office.

Do we share your data with anyone else?

We will never pass your details on to third parties for marketing purposes.

We sometimes use third party services to process your data (e.g. Google Drive). We will always make sure any third parties we use are reputable, secure, and process your data in accordance with your rights under GDPR.

Are there special measures for children's data?

We do not knowingly collect or store any personal data about children under the age of 13.

How can you update your data?

You can contact us at any time at [\[email address\]](#) to update or correct the data we hold on you.

How long we will hold your data?

The South Devon Choir data retention policy is to review all data held on individuals at least every two years and remove data where we no longer have a legitimate reason to keep it.

Where you have withdrawn your consent for us to use your data for a particular purpose (e.g. unsubscribed from a mailing list) we may retain some of your data for up to two years in order to preserve a record of your consent having been withdrawn.

What rights do you have?

Under the GDPR, you have the following rights over your data and its use:

- The right **to be informed** about what data we are collecting on you and how we will use it
- The right of **access** - you can ask to see the data we hold on you
- The right to **rectification** - you can ask that we update or correct your data
- The right to **object** - you can ask that we stop using your data for a particular purpose
- The right to **erasure** - you can ask us to delete the data we hold on you
- The right to **restrict processing** - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated
- Though unlikely to apply to the data we hold and process on you, you also have rights related to **portability and automated decision making** (including profiling)

All requests related to your rights should be made to the Data Protection Officer at [\[email address\]](#). We will respond within one month.

You can find out more about your rights on the [Information Commission's Office website](#)

What will we do if anything changes?

If we make changes to our privacy statements or processes we will post the changes here. Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, we will ask for your consent to continue processing your data after these changes are made.

Use of Cookies

Cookie Policy

South Devon Choir's website is powered by WordPress and runs on their servers. We also use Facebook, Twitter and YouTube to communicate with our members and supporters.

Cookies are small text files stored on your computer by your browser. They're used for many things, such as remembering whether you've visited the site before, so that you remain logged in – or to help us work out how many new website visitors we get each month. They contain information about the

use of your computer but don't include personal information about you (they don't store your name, for instance).

This policy explains how cookies are used by South Devon Choir on its [website and social media sites](#) – and, how you can control the cookies.

About this Cookie policy

This Cookie Policy applies to our website whether viewed on a PC, laptop, tablet or mobile phone ("the Website"). By accessing the Website, you agree that this Cookie Policy will apply whenever you access the Website on any device. This Cookie Policy also includes information about the social media sites used by South Devon Choir.

Any changes to this policy will be posted here. We reserve the right to vary this Cookie Policy from time to time and such changes shall become effective as soon as they are posted. Your continued use of the Website constitutes your agreement to all such changes.

Our use of cookies

We may collect information automatically when you visit the Website, using cookies.

The information collected by cookies does not personally identify you; it includes general information about your computer settings, your connection to the Internet e.g. operating system and platform, IP address, your browsing patterns and timings of browsing on the Website and your location.

You can choose not to allow cookies. If you do, we can't guarantee that your experience with the Website will be as good as if you do allow cookies.

Most internet browsers accept cookies automatically, but you can change the settings of your browser to erase cookies or prevent automatic acceptance if you prefer.

These links explain how you can control cookies via your browser – remember that if you turn off cookies in your browser then these settings apply to all websites not just this one:

- Internet Explorer: <http://support.microsoft.com/kb/278835> (this page links to further information for different versions of IE – the mobile version is at <https://support.microsoft.com/en-gb/help/10635/windows-phone-change-privacy-and-other-browser-settings>)
- Chrome: <http://support.google.com/chrome/bin/answer.py?hl=en-GB&answer=95647>
- Safari: https://support.apple.com/kb/PH21411?viewlocale=en_US&locale=en_US (<https://support.apple.com/en-us/HT201265> for mobile versions)
- Firefox: <http://support.mozilla.org/en-US/kb/Enabling%20and%20disabling%20cookies>
- Android: <https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DAndroid&hl=en>
- Opera: <http://www.opera.com/browser/tutorials/security/privacy/>

Types of cookie that may be used during your visit to the Website:

The following types of cookie are used on this site. We don't list every single cookie used by name – but for each type of cookie we tell you how you can control its use.

1. Personalisation cookies

These cookies are used to recognise repeat visitors to the Website and to record specific browsing information about the way you arrive at the Website and pages you view.

2. Analytics cookies

These monitor how visitors move around the Website and how they reached it. This is used so that we can see total (not individual) figures on which types of content users enjoy most, for instance.

3. Third-party service cookies

We share information using WordPress, Facebook, Twitter, YouTube and MailChimp. We also process concert ticket payments via TicketSource. These companies may drop cookies on your computer when you use them on our social media sites or if you are already logged in to them. Here is a list of places where you can find out more about specific services that we use and their use of cookies:

- WordPress – <https://en.support.wordpress.com/cookies/>
- Facebook – <https://en-gb.facebook.com/policies/cookies/>
- Twitter – <https://help.twitter.com/en/rules-and-policies/twitter-cookies>
- YouTube – <https://policies.google.com/technologies/types> (Google standard policy across their brands)
- MailChimp – <https://mailchimp.com/legal/cookies/>
- TicketSource – <https://www.ticketsource.co.uk/docs/cookie-policy>

Advertisements on these sites are provided by the organisations listed above and they will serve advertisements that they believe are most likely to be of interest to you, based on information about your visit to the Website and other websites. In order to do this, these sites may need to place a cookie on your computer. These cookies hold information about the computer – they don't hold personal information about you (ie it's not linked to you as an individual). Please note that turning off advertising cookies won't mean that you are not served any advertising merely that it will not be tailored to your interests.

4. Site management cookies

These are used to maintain your identity or session on the Website. For instance, where our website runs on more than one server, we use a cookie to ensure that you are sent information by one specific server (otherwise you may log in or out unexpectedly).

These cookies cannot be turned off individually but you could change your browser setting to refuse all cookies (see above) if you do not wish to accept them.

Useful links

You can find out more about cookies and their use on the internet from www.allaboutcookies.org