

Todmorden Choral Society Privacy Policy

Personal information we collect

We collect and process the following information:

- For choir members - name, contact details, vocal part, subscription payments and dates. For members who ask us to register for Gift Aid, we also collect postal address and date of birth.
- For donors who ask us to register for Gift Aid – name, postal address, amounts donated and dates.
- For Trustees – name, contact details, postal address, nationality and date of birth.

Any personal information we process is provided to us directly by you when you join the Choir, complete a Gift Aid form, or become a Trustee.

We may share this information with His Majesty's Customs and Revenue (HMRC) for Gift Aid claims, and (for Trustees only) with the Charity Commission.

Why we store your personal information

We store information about **members** for the purpose of communicating with them, keeping a membership record and accounting for subscription income.

We store information about those members and donors who allow us to register their payments for **Gift Aid**, as we require this to claim the Gift Aid from HMRC.

We store information about **Trustees** as required by the Charity Commission.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Society by email at

todchoral@live.co.uk

(b) We have a legitimate interest.

How we store your personal information

Your information is securely stored on computers or in manuscript by officers of the Society (who hold their positions subject to approval by all members at each Annual General Meeting).

We keep accounting and Gift Aid information for six years, and Trustees' information until they cease to act as Trustees. We will then securely delete or destroy the information.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us by email at todchoral@live.co.uk if you wish to make a request.

Enquiries or complaints

If you have any concerns about our use of your personal information, you can contact us at todchoral@live.co.uk

You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>