

## **Derventio Choir**

### **Data Protection Policy**

#### **Introduction**

This policy is concerned with the way in which The Derventio Choir holds details of individual's personal data. Personal data means information relating to an identified or identifiable individual whether directly or indirectly and this includes all data held on paper and electronically. Protecting the privacy and security of personal data is governed by law.

All current and future members will be made aware of the data Protection Act, their rights and responsibilities.

#### **Data Protection Act 1998**

The Derventio Choir is fully committed to protecting the privacy and security of all who entrust their personal details to us and to complying with the requirements of the Data Protection Act 1998. The 1998 Act applies to anyone processing personal data. It sets out principles which should be followed, and it also gives rights to those whose data is being processed.

The eight principles of data protection are as follows:

- \* data must be processed fairly and lawfully
- \* data must only be obtained for specific and lawful purposes
- \* data must be adequate, relevant and not excessive
- \* data must be accurate and up to date
- \* data must not be kept for longer than necessary
- \* data must be processed in accordance with the "data subject's" (the individual's) rights
- \* data must be securely kept
- \* data must not be transferred without adequate protection in place

## **General Data Protection Regulations**

In addition The Derwentio Choir is committed to complying with the requirements of the General Data Protection Regulations (GDPR – 26 May 2018). The Regulations were put into place to strengthen data protection for all individuals. They apply to anyone processing personal data and set out principles which should be followed whilst giving rights to those whose data is being processed.

The updated Data Protection Principles are listed below.

When processing data we will ensure that it is:

- \* processed lawfully, fairly and in a transparent way
- \* processed no further than the legitimate purposes for which that data was collected
- \* limited to what is necessary in relation to the purpose
- \* accurate and kept up to date
- \* kept in a form which permits identification of the subject for no longer than is necessary
- \* processed in a manner that ensures the security of that personal data
- \* processed by a controller who can demonstrate compliance with the principles

## **Controller and Processors**

The Derwentio Choir Committee are the controllers of all personal data entrusted to them and are required to keep it as safe as possible and with knowledge of where all the copies are kept.

A review will be done every 2 years and sooner if changes have to be made.

## **Membership Information**

Throughout their membership the kind of information that Derventio Choir will process includes:

- \* contact name and address
- \* voice / part
- \* telephone number
- \* email address

Membership details are kept on a secure database on a password protected computer. They do not include any financial details.

Derventio Choir communicates with members through Muzodo and all data held by them complies with the new regulations.

Derventio Choir will not provide member details to any other organisation and does not obtain additional details about members from any third parties.

As part of the membership process Derventio Choir communicates the lawful basis for processing personal data.

## **Photography**

Taking and retaining photographs of people can be considered as personal data and where the name and image of a person are linked – or are capable of being linked – then the person can be identified and the image should then be regarded as personal data. Those taking photos must make it clear, prior to their being taken, how the photos are going to be used, and permission sought from those being photographed; e.g. if permission is given for the photos to be used only on the Derventio Choir website then they cannot be used on social media.

All photos of children under the age of 18 must have parental/ guardian/school consent and elements which may identify an individual child, such as a school badge, should be avoided to ensure safety.

## **Members' Consent**

Members will agree (or not) to their membership information and photographs being held by The Derventio Choir by completing a consent form.

## **The Right to Erasure (also known as the right to be forgotten)**

Every person whose data is held by Derventio Choir has the right to access their personal data, including photographs, and have it erased without undue delay once the reason for doing so has been determined.