

THE PURCELL SINGERS

PRESIDENT: SARAH WALKER CBE

Data Protection and Privacy Policy

Created: 24th April 2018

1. Introduction

This policy applies to all data collected and processed by The Purcell Singers (TPS) for its charitable purposes and to all email communications made by and on behalf of TPS.

2. Information we collect

a. Who are “you”?

We refer to “you” in this Policy. To better understand which information is most relevant to you, see the following useful definitions.

Choir members: You have sung, or currently sing, with TPS.

Stakeholders: You have been in communication with TPS in relation to our activities, policies or funds.

Mailing list members: You have signed up and agreed to be contacted by TPS regarding our activities.

Website Visitors: You are just visiting TPS website.

b. Information we collect about you.

Name and Contact Information (for example an email address).

You might provide us with your contact information, whether through an email, a form on our website, or an interaction with our members.

Usage information

[Our website](#) is run through [Squarespace](#) and your usage of the website is subject to the [Squarespace privacy policy](#).

Personal Information (choir members)

When you agree to sing with us, we collect your name, contact information (which may include a postal address and telephone numbers) and your voice part.

Payment information.

If you make a payment or donation to TPS, or require payment from us, we may ask you to provide your name, address, email address and financial information corresponding to your selected method of payment/receipt of payment (e.g. a credit card number and expiration date or a bank account number).

3. How we use the information we collect

Choir members: We may use the information to keep you informed of TPS activities, to suggest ways in which you could support our charitable causes, and to help shape your experience as part of the choir community.

Stakeholders: We may use the information to keep you informed of relevant TPS activities, financial requirements or policies.

Mailing list members: We may use this information to keep you informed of TPS activities and to suggest ways in which you could support our charitable causes.

4. Information we share

We do not share your information or data with third parties except in the following limited circumstances:

Choir members: We may pass your name and contact details to strictly limited associated third parties if you have signed up for an activity for which this is a requirement. For example, your name may be passed to a concert promoter to put in a concert programme; your name, address and passport number might be given to a travel company / hotel for a tour booking if you have signed up for an overseas tour. We may also share your name and email address with other choir members (for example, by 'cc-ing' you into an email with a few others), to facilitate a feeling of community within the choir. You have the right to opt out of sharing your email address with other choir members at any time.

Stakeholders: We may share your information within TPS administrative team and potentially to other stakeholders as appropriate. For example, if you are a concert promoter we may pass your email address to our photographer to facilitate direct liaison for a particular concert.

Mailing list members: Your information will only be shared within TPS administrative team.

We may also have to share information or data in order to:

- meet any applicable law, regulation, legal process or enforceable government request.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety of our users, the public or to TPS and/or as required or permitted by law.

Our mailing list is administered through a service called [MailChimp](#), which is compliant with the latest legislation on data protection and privacy. You can subscribe or unsubscribe from our communications at any time.

5. Data Retention and Storage

We will retain your data for as long as you are a TPS choir member, stakeholder or mailing list member, unless you request that we remove your data from our records or unsubscribe.

Choir members and stakeholders: We will store your data on the password protected computers of TPS Events and Administration Manager and members of TPS committee as relevant.

Mailing list members: Information collected for the mailing list will be stored securely by MailChimp. We will keep backup copies on the password protected computers of TPS Events and Administration Manager and members of TPS committee as relevant.

6. Child Safety

We do not knowingly collect personal data from individuals under the age of 13. If it comes to our attention that we have collected personal data from such an individual, we may delete this information without notice. If you have reason to believe that this has occurred, please contact us.

7. Changes to our privacy and data protection policy

We reserve the right to make changes to this Privacy Policy from time to time. In circumstances where a change will materially change the way in which we collect or use your personal information or data, we will notify you of this change.

8. Who is my data controller and what are my rights?

The data controller for TPS, which determines the purposes and means of processing personal data, is TPS Committee. Our principal data processor is TPS Events and Administration Manager, who can be contacted at admin@purcellsingers.org.

You have the right to access the personal information we hold about you, and to obtain its correction, update, amendment or deletion in appropriate circumstances. We will respond to your request to exercise these rights within a reasonable time (and in all cases within 30 days of receiving a request).

If you would like more information about any privacy or data protection issues, please email admin@purcellsingers.org to ask your question. Any complaints should be addressed directly to the Chair of TPS committee, at chair@purcellsingers.org.uk.