

Privacy Statement

Written by Sing Choir on 30 April 2018. Posted in Site

We endeavour to treat personal and confidential organisation information with equal care and respect. To reflect this we are committed to upholding the statements below.

What do we use information for?

We use the information that we collect for a number of purposes:

- To better understand the needs of our choir members and how we can improve our service.
- To provide information which may be of interest to you about services offered by Sing Choir
- To answer requests that members or potential members may have
- To respond to those that might be interested in joining Sing Choir
- To inform our members about upcoming events and information regarding the choir.

We collect only the personal information required to provide services to our customers and potential customers. This includes:

- Name
- Email

Where we collect personal information, we do so on the basis that the individual has specifically consented.

If we do seek to collect personal information through our website, we will be up clear and open about this. We will make it evident when we are collecting personal information and will explain what we intend to do with it.

When you provide personal information, we will enter and store it in our database and use it to contact you to continue to discuss business, services and products which may be of mutual benefit.

Your rights

Your personal information is owned by you. If you have any questions or issues with the way in which we are using your data you have the following rights:

- You can ask to see what data we hold on you (right of access)
- You can ask for information to be corrected
- You can ask to receive a copy of the data we hold on you (right to portability)
- You can ask us to delete any information we have about you (right to be forgotten)
- You can object to the way in which we use your information
- You can complain to the supervisory authority

If you wish to enact any of these rights then you can do so by emailing singfalmouth@gmail.com

Retention and data storage

When we store data, reasonable measures are taken to protect personal information from access by unauthorised persons. This information will be stored, archived and backed up as part of internal systems which are hosted by cloud service providers.

In order to maintain the accuracy and relevancy of information, we perform checks every 6 months and this may include making contact with the subjects of the data to check details.

When we do store information, we keep it for the following periods:

1. Information gathered on our website for the purposes of promoting and delivering our services is retained for 12 months from the date of consent being provided.
2. Other Information will be kept for periods as defined in our retention policies which can be provided on request.

Where else does data go?

As a principle we do not share any of the personal information that we hold.

If you need more information, here's who can help:

You can contact either Giles Wooley or Matthew Thomason:

Sing Choir, Old Bakery Studios, Malpas Rd, TR11QH or email singfalmouth@gmail.com

Is this clear and easy to understand? Tell us what you think –
singfalmouth@gmail.com