

Barnet Choral Society

Privacy Policy

Barnet Choral Society recognises the need to protect personal information given to us by members and in this policy we aim to show how that protection is provided.

How we collect the information

Personal information is collected when:

- An individual becomes a member of Barnet Choral Society
- An individual attends as a visitor
- An individual attends an event organised by Barnet Choral Society
- An individual completes a BCS Gift Aid declaration

Why we collect information

The information enables Barnet Choral Society to

- Contact interested individuals with details of choir activities
- Track who has scores provided by Barnet Choral Society.
- Ensure that scores are returned in a timely manner
- Keep accurate records of financial transactions

We also use this information to contact individuals about other activities which we think might be of interest. The opportunity to **opt out** of this is provided on the membership forms.

What information do we collect:

We ask for:

- name
- address
- mobile and home telephone numbers
- email address
- voice part
- willingness to pay Gift Aid

Who has access to your personal details

- Details of members and visitors are held securely by the Membership Secretary, with access provided to the Chair, Treasurer, Secretary and Librarians.
- Visitor and membership payments are recorded by the Treasurer and Gift Aid Administrator.
- Gift Aid declarations are held securely by the Gift Aid Administrator.
- Event payments (eg workshops) are known only to the event organiser

Please note that we do not

- Provide contact details of one choir member to another member
- Pass details to any other organisation or outside individual

It is a requirement of HMRC that Gift Aid records are kept for six years after a claim is made. Consequently, we store individual details for **seven years** after an individual has last attended a

Barnet Choral Society event. Those who have not made a Gift Aid declaration and do not wish their information to be stored for this length of time, may contact the membership secretary at membership@barnetchoral.org.uk. to get it removed earlier

We will keep our policy and practice up to date by reviewing it every 2 years.

Agreed by the committee: 18 October 2018

Adopted by the membership: January 2019

Signed: Meg Kirk (Chair)

Signed: Jacqueline Thomson (Membership Secretary)

For review: October 2020

Agreed by the committee: 19 October 2020

Adopted by the membership:

Signed: Meg Kirk (Chair)

Signed: Jim Nelhams (Membership Secretary)