

## Privacy Policy - 25 May 2018

The Midlands Hospitals' Choir is committed to protecting the information you give us.

You may have heard that the law is changing to protect your personal information. The General Data Protection Regulation will come into effect on 25 May 2018. To help us help you, we're sending you our Privacy Policy.

Here are some of the key points

- We've included clarification in the Privacy Policy to make it clear how we handle and safeguard your personal information

The updated Privacy Policy will automatically come into effect on **25 May 2018**.

## Privacy Statement

Your privacy is a top priority for us. We are committed to looking after your Personal Information in a way you feel is 100% safe and secure, handling it in a responsible manner and complying with data protection laws. When it comes to your privacy, we follow 3 main principles:

**Simple.** We want to make it simple for you to understand how we use your personal data. We aim to use easy to understand language.

**Transparent.** We want to be transparent about the personal information we collect, why we collect it and how we process it.

**Control.** We give you control over the Personal Information you provide to us. We let you choose how and when it is used, shared, kept or deleted.

Our full Privacy Statement is below and we suggest you take the time to read and understand it.

This policy includes:

- 1. Who we are
- 2. Information we collect
- 3. How we use the information
- 4. What if I don't provide some or all of the information requested
- 5. Sharing your information with trusted third parties
- 6. How we protect your information
- 7. Your rights regarding your Personal Information
- 8. Right of complaint to the Regulator for Data Protection
- 9. How long we hold your data for
- 10. Updates to this policy
- 11. Contacting us

## 1. Who we are

The Midlands Hospitals' Choir (MHC) is open to all singers over the aged 16 or over. The choir is a registered charity, number 1149642. Details can be found on our website: [www.MidlandsHospitalsChoir.org.uk](http://www.MidlandsHospitalsChoir.org.uk).

## 2. Information we collect

When you register with us and pay a season's subscription, we collect your name, telephone numbers, home and email addresses. This allows us to process your registration and send you important service messages.

If you have joined the choir in the preceding 5 years, this information will already be held on our database. The seasons when you have paid a subscription will also be recorded.

## 3. How we use the information

We will use your personal information for a number of purposes including

- For administration purposes. This means we may contact you regarding registration and concerts
- To provide personalised communications
- To record length of service

### Messages

We send emails to you to administer the service. These may include registration and payment confirmations and emails that provide useful information.

### Marketing messages

We use your email address to update you via Newsletters. We will only contact you with your consent. You are entitled to withhold this consent by emailing the Secretary or using the *Unsubscribe from this list* which is at the foot of all our Newsletters.

## 4. What if I don't provide some or all of the information requested?

The impact of this will depend on what information you withhold, but the main impacts may be:

- We will not be able to telephone you in the event of an emergency (cancellation of a rehearsal or concert)
- We will not be able to post information to you should you not have an email address

## 5. Sharing your information with trusted third parties

We will never pass on any of your personal information to a third party without your prior written consent.

We will disclose your personal data in order to comply with any legal obligation. This includes disclosing information to organisations for the purposes of fraud protection, credit risk reduction, or the order of a court or regulator.

If you have made a request, your name and email address will be provided to John Fletcher, in order to include you on the choir's group registration.

## **6. How we protect your information**

We follow strict security procedures in the storage and disclosure of information which you have given us, to prevent unauthorised access to, and loss, misuse or alteration of your personal information in accordance with UK data protection legislation. These include virus-checking procedures.

You are responsible for keeping secret any confidential passwords or other login or access details that you select or which are allocated to you. While we take steps to ensure the security of your information, there is a risk that any information transmitted over the Internet and stored on a computer may be intercepted or accessed by an unauthorised party. If you think that someone has accessed your information held by us without your permission or gained unauthorised access to your login details, you must notify us at [Secretary@MidlandsHospitalsChoir.org.uk](mailto:Secretary@MidlandsHospitalsChoir.org.uk).

We also recommend that if you use a shared computer or a computer in a public place such as a library that you close your browser when you have finished your session.

## **7. Your rights regarding your Personal Information**

Under the Data Protection law, you have a number of rights with respect to your personal information, which are:

- You are entitled to have your personal information updated to ensure it is up to date and accurate. In order to maintain the accuracy of the information we hold, you can update your personal details by sending an email to [Secretary@MidlandsHospitalsChoir.org.uk](mailto:Secretary@MidlandsHospitalsChoir.org.uk).
- You have the right to withdraw your consent to any processing that is currently being done under your consent, such as marketing. Consent can be withdrawn by updating your preferences in the email preference centre or through 'My Account'. You can also email to [privacy@findmypast.co.uk](mailto:privacy@findmypast.co.uk).
- You have the right to receive a copy of the personal information we hold about you. You can do this by contacting [Secretary@MidlandsHospitalsChoir.org.uk](mailto:Secretary@MidlandsHospitalsChoir.org.uk).
- You can request that we delete personal information.

## **8. Right of complaint to the Regulator for Data Protection**

The data protection laws in the UK are regulated and enforced by the Information Commissioner's Office (ICO). Each individual has the right to raise a concern/complaint to the ICO if they have any concerns about how their personal information and/or privacy is treated. You can do this via the ICO's website, follow the links or have an online Live Chat.

Call the ICO helpline on 0303 123 1113

Email [casework@ico.org.uk](mailto:casework@ico.org.uk)

Postal address: Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow, Cheshire,

SK9 5AF

## **9. How long we hold your data for**

Your data will be deleted from our records if you have not sung with the choir for 5 years.

## **10. Updates to this policy**

We may update this Policy from time to time. If we do, we'll let you know about any material changes, either by notifying you on the choir's website or by sending you an email. New versions of this Policy will never apply retroactively - we'll tell you the exact date they go into effect.

## **11. Contacting us**

If you have any questions about privacy or wish to update your details or have them removed from our mailing list at any time, please contact us at:

Email:

Secretary@MidlandsHospitalsChoir.org.uk

Phone:

07976 157225

Post:

Susan Buckingham  
12 Drew Road  
Stourbridge  
DY9 0UZ