

Bra-vissima Data Protection Policy

The Bra-vissima Secretary is the controller of personal data which is kept in accordance with data protection regulations for the following purposes:

- To establish and maintain a record of choir membership
- To establish and maintain mailing lists for friends in order to inform them of forthcoming concerts and events
- To provide or administer activities for members and supporters

Data will comprise:

- **Choir members:** name, telephone number, email address
- **Friends:** name, address, email address

Privacy:

- The consent of individuals is sought before information submitted by them is stored for the specific and relevant purposes mentioned above. Such information is stored on a password protected computer
- Individuals have the right to access the information we hold about them and to have it corrected and updated
- Data may be held in electronic and manual form
- The Secretary is responsible for data relating to choir members and Friends
- Choir members' names, telephone numbers and email addresses will be circulated to all members, unless members request otherwise
- Other than publishing choir members' names in programmes, the data will not be passed to any person or body outside the choir
- Committee members may have access to relevant data held by the Secretary for the better performance of their duties
- All data held will be deleted when a choir member or Friend, leaves or retires unless the individual specifically asks to remain on a mailing list
- If we have been unable to contact a Friend for a period of twelve months their data will be deleted
- On receipt of an email or telephone request from the individual concerned, any personal data held will be promptly deleted by the Secretary as appropriate.

Changes to this policy:

We keep this policy under review. The latest policy will be available on our website.

Approved by the Committee on 27th April 2018

Signed by the Secretary on behalf of the Committee.

Date of next review May 2019