



## DATA PRIVACY NOTICE

**1. Your personal data – what is it?** Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

**2. Who are we?** The Bournemouth Bach Choir is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

**3. How do we process your personal data?** The Bournemouth Bach Choir complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer membership records;
- To fundraise and promote the interests of the charity;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, concerts rehearsals events, and activities.

### 4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and process your gift aid donations.
- Processing is carried out by the choir officers. The Bournemouth Bach Choir is a not-for-profit body without a political, philosophical, religious or trade union aim. The processing relates only to members (or those who wish to have regular contact with it in connection with the activities of the choir.

**5. Sharing your personal data.** We will not share your data with third parties without your consent.

**6. How long do we keep your personal data<sup>1</sup>?** We will keep your data for as long as you wish to be involved with the choir. It will then be destroyed.

**7. Your rights and your personal data :** Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Bournemouth Bach Choir holds about you;
- The right to request that the Bournemouth Bach Choir corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Bournemouth Bach Choir to retain such data;
- The right to withdraw your consent to the processing at any time. The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to lodge a complaint with the Information Commissioners Office.

**8. Further processing :** If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**9. Contact Details :** To exercise all relevant rights, queries of complaints please in the first instance contact the Choir Secretary at ([secretarybmthbachchoir@yahoo.co.uk](mailto:secretarybmthbachchoir@yahoo.co.uk) )