



Privacy Policy  
adopted 20/1/2004

Protecting the privacy of our members and friends is very important to us.

We keep personal details of members in order to keep in contact with them about matters relating to the choir, administer our membership records and accounts and provide an audit trail to Inland Revenue concerning Gift Aid donations.

We keep details of ex-members and friends who join our mailing list in order to keep them informed of concerts and other events relating to the choir.

We will not keep personal details for any other reason.

The details are held by the membership secretary who is responsible for the security and accuracy of the records. Other members of the committee may have access to the information as needed in order to carry out their duties.

We will never pass personal details to any third party for any reason, and will take care to ensure details are not disclosed inadvertently.

Compliance with the Data Protection Act 1998

Data controllers must comply with the provisions of the 1998 Act even if they are exempt from notification.

The Data Protection Principles in the act require that data shall be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- not kept longer than necessary
- processed in accordance with the data subjects' rights
- secure
- not transferred to countries outside the EEA without adequate protection.