

## **Privacy Policy**

### **Purpose:**

SING CHOIR collects and processes personal data to manage membership, communication, and events. This policy explains how personal data is used, protected, and members' rights under the Data Protection Act 2018 and GDPR.

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### **1. Data We Collect**

- 1.1. Personal identification: Name, e-mail, phone number, address.
  - 1.2. Payment information: Bank details, transaction records.
  - 1.3. Emergency/medical information: Allergies, health conditions, accessibility needs.
  - 1.4. Media: Photos, videos, recordings, and quotes (with consent).
  - 1.5. Other administrative data necessary for choir management.
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### **2. Purpose of Data Collection**

- 2.1. Administer choir membership and payments.
  - 2.2. Communicate about rehearsals, events and performances.
  - 2.3. Manage media consent and publication.
  - 2.4. Comply with legal obligations (e.g. insurance, health & safety).
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### **3. Data Storage & Protection**

- 3.1. Personal data is stored securely (password-protected files or secure cloud storage).
  - 3.2. Access is limited to authorised choir leaders only.
  - 3.3. Paper records (if any) are securely stored.
  - 3.4. Data will be retained only for as long as necessary:
    - Membership records: up to 2 years after leaving.
    - Media (photos, videos, recordings): up to 2 years, then archived or destroyed.
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### **4. Sharing Data**

- 4.1. Data is only shared, when necessary, for example:
    - Payment processors to manage fees.
    - Venues or event organisers for safety or logistical purposes.
    - Media may be shared only with consent; no personal information will be published without permission.
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### **5. Members' Rights**

- 5.1. Members have the right to:
    - Access the personal data the choir holds about them.
    - Request corrections to any inaccurate data.
    - Request deletion of their data.
    - Withdraw consent for media usage at any time.
    - Raise concerns about data usage with the Choir Leader or relevant data protection authority.
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## **6. Website & Cookies**

- 6.1. If the choir website uses forms or analytics cookies, this data is used only to improve the website and user experience.
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## **7. Review**

- 7.1. The Privacy policy is reviewed at least annually or when there are changes to data collection practices.
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## **8. Acknowledgement:**

- 8.1. By joining SING CHOIR or submitting personal information, members consent to the collection and use of their data as described in this policy.

Last updated: 30<sup>th</sup> December 2025

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