



Pangbourne Choral Society – Privacy Notice

What is this for?

Whenever we need to collect any of your data, we will let you know at that point *why* we need to do so and *what* it will be used for. This privacy notice provides an overview of all those situations and provides more detail on how we keep your data secure and up to date, how long we might hold it for, and what your rights are in relation to it.

Pangbourne Choral Society is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulations (GDPR).

Who is responsible for data that the Society collects?

Pangbourne Choral Society is a Data Controller under the GDPR. Pangbourne Choral Society's Data Protection Officer is the Society's Membership Secretary who can be contacted at membership@pangbournechoral.org.uk.

What data do we collect and what do we use it for?

Pangbourne Choral Society collects data from members to help us plan, organise and run the day-to-day operations of the Society (e.g. co-ordinating rehearsals or collecting subscription payments) and to promote the Society's activities to its members.

From time to time we might wish to make you aware of local events that are not directly related to the Society, but which we consider to be of interest to our members. We generally include event details in emails below other information that is of more direct interest to you as a member. We ask your consent to do this, and you can withdraw such consent at any point by contacting the Data Protection Officer.

Members: for administering membership

When you join Pangbourne Choral Society as a member, or during your membership with us, we may need to collect some of the following information on you:

- Name
- Address
- Phone number
- Email address
- Record of Gift Aid declaration
- Voice part (soprano, alto, tenor or bass)
- Rehearsal attendance record

This data will be used by committee members to manage your membership with Pangbourne Choral Society and to organise and run our activities.

Concert attendees: for processing and managing tickets for concerts

For our online ticket sales we need to collect data on the person booking (name and email) in order to allow access to the concert and to send a confirmation of the ticket reservation. This data will only be used for administering access to the concert/s for which individuals have booked and will *not* be used to send marketing or promotional messages from the Society.

Website visitors: for running and improving our website

We use cookie technology when a person visits our website to collect and analyse *anonymised* data on how many people have visited, what pages they have looked at and other statistical information.

We use a pop-up banner to let users know about this on their first visit, and they can at any time disable cookies in their browser if they do not wish their (anonymised) data to be tracked.

Do we share your data with anyone else?

We will never pass your details on to third parties for marketing purposes.

We sometimes use third party services to process anonymised data (e.g. Google Analytics). We will always make sure any third parties we use are reputable, secure, and process your data in accordance with your rights under GDPR.

Are there special measures for children's data?

We do not knowingly collect or store any personal data about children under the age of 13.

How can you update your data?

You can contact us at any time at membership@pangbournechoral.org.uk to update or correct the data we hold on you.

How long we will hold your data?

The Pangbourne Choral Society data retention policy is to keep records for no longer than is necessary to meet the intended use for which it was gathered, and to remove data within a reasonable period where we no longer have a legitimate reason to keep it.

Where you have withdrawn your consent for us to use your data for a particular purpose (e.g. unsubscribed from a mailing list) we may retain some of your data for a reasonable period in order to preserve a record of your consent having been withdrawn.

What rights do you have?

Under the GDPR, you have the following rights over your data and its use:

- The right **to be informed** about what data we are collecting on you and how we will use it
- The right of **access** - you can ask to see the data we hold on you
- The right to **rectification** - you can ask that we update or correct your data
- The right to **object** - you can ask that we stop using your data for a particular purpose
- The right to **erasure** - you can ask us to delete the data we hold on you
- The right to **restrict processing** - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated
- Though unlikely to apply to the data we hold and process on you, you also have rights related to **portability and automated decision making** (including profiling)

All requests related to your rights should be made to the Society's Data Protection Officer at membership@pangbournechoral.org.uk. We will respond within one month.

You can find out more about your rights on the [Information Commission's Office](#) website.

What will we do if anything changes?

If we make changes to our privacy statements or processes we will post the changes here. Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, we will ask for your consent to continue processing your data after these changes are made.

Use of Cookies

What are 'cookies'?

'Cookies' are small text files that are stored by the browser (for example, Internet Explorer) on your computer or electronic device. They allow websites to 'remember' you for a period of time so that they can store things like user preferences and make the website quicker and easier for you to use.

Without cookies, some things on websites would not be able to work: for example, without cookies it might not be possible to keep accurate statistics on the number of unique visitors to our website.

How does the Pangbourne Choral Society website use cookies?

Every time someone visits our website, software provided by Google Analytics generates anonymous analytics cookies.

These cookies can tell us if you have visited the site before and what pages you visit. Your browser will tell us if you have these cookies and, if you don't, we generate new ones. This allows us to track how many individual users we have, and how often they visit the site. We use them to gather statistics, for example, the number of visits to a page, to help us identify if visitors would benefit from more information on a particular area.

It is usually possible to stop your browser accepting cookies, or to stop it accepting cookies from a particular website.

All modern browsers allow you to change your cookie settings. You can usually find these settings in the 'options' or 'preferences' menu of your browser. You can find out more about cookies and their use on the internet from www.allaboutcookies.org.

Pangbourne Choral Society

Last updated June 2018