



Privacy Notice / Data Protection Statement

Different Voices. One Song.

This statement explains how Different Voices. One Song. collects, uses, stores and protects personal information for the project.

Who we are

Different Voices. One Song. is a community project managed by a volunteer committee. The Chair / Project Lead is Sheila Manzano. Project records are held securely for administration, safety, safeguarding, consent, communication, reporting and evaluation.

Information we may collect

- Name, contact details and local area.
- Date of birth and age, including whether parent/carer consent is needed.
- Emergency contact details.
- Access needs, relevant health, safety or wellbeing information that you choose to share.
- Attendance records.
- Consent choices for photography, filming, audio recording, song release, media and storytelling.
- Safeguarding or incident records where a concern arises.

Why we use this information

- To register participants and communicate about rehearsals, recording and project activity.
- To support safe delivery, access needs and emergency arrangements.
- To manage consent for media, publicity, recording and song release.
- To meet safeguarding, insurance, legal, funder-reporting and project governance requirements.
- To evaluate the project and report outcomes without publishing unnecessary personal details.

How information is stored

Community. Understanding. Inclusion. Together.

♥ Empathy

✿ Respect

🌿 Connection

🎵 Joy



Project documents are stored securely using Microsoft OneDrive. Access is limited to people who need the information for project delivery, safeguarding, safety, consent, insurance, reporting or administration.

When information may be shared

We will not sell or trade personal information. We may share information only where needed for safety, safeguarding, emergency help, insurance, legal requirements, funder reporting, or where you have given consent for publicity or media use.

Images, voice, stories and recordings

Photos, video, audio, quotes, stories and creative contributions will only be used publicly where appropriate consent has been recorded. Participants aged 16 or 17 require both young person consent and parent/carer consent.

How long information is kept

General participant records will be kept only for as long as needed for project administration, reporting, safeguarding, insurance or legal purposes. Safeguarding records may need to be kept separately and securely for longer where required.

Your choices

You can ask to see, update or correct your information. You can also ask to update consent choices. Withdrawal may not always be possible once material has already been publicly released, but future use will be reviewed wherever possible.

Contact

For questions about your information, contact the Chair / Project Lead or Secretary / Participation Lead for Different Voices. One Song.

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Document control

Document	Privacy Notice / Data Protection Statement
Project	Different Voices. One Song.
Version	Draft v1.0
Review	By 31 December 2026 or sooner if the project changes



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