

**Amesbury Community Soul Singers Privacy Policy**

This policy gives you information on how Amesbury Community Soul Singers collects, uses and protects data collected by/ submitted to us..

**Data Protection**

Amesbury Community Soul Singers (Head Office) is following the new Regulations for Data Protection, it’s use, storage and protection. Each individual employee bears all responsibility for the Collection, use and protection of the data they hold and process.

**Data Collection**

We only collect Data that is voluntarily given to us.

Data is collected though our website for potential members (and their parents).

Further data is collected when a member joins Amesbury Community Soul Singers as a member, a helper/volunteer starts supplying Services or any other member of staff is engaged.

**Data Use**

Data is collected for a various number of purposes:

1. To Respond to enquiries requesting our Services.
2. To ensure that necessary information can be easily, quickly and efficiently given to you.
3. To ensure quick and efficient Customer Service.
4. To ensure the Health and Safety of our members and supporters.
5. To Comply with any law that is necessary.

**Data Security**

In order to maintain the Security of your Data we use appropriate Physical and Electronic safeguards to protect your personal data from loss and unauthorised access, however cannot guarantee that unauthorised third parties may never overcome those measure, with the Internet being an open system.

**Data Retention**

You Data is only held for the following reasons:

1. Membership data is only held whilst attendees are current members of the choir and all data is destroyed once the member leaves and there are no outstanding fees to be paid, unless required for Legal reasons.
2. Choir helpers/associates data is only held whilst they are providing teaching Services for the choir, on leaving, information is destroyed, unless required for Legal reasons.
3. Email addresses for Newsletter Sign up are held, if you no longer want to receive the Monthly newsletter, please unsubscribe.

**Third Party Websites**- we are not held responsible for the Data Security system of any third party website.

**Your rights**

You have the right to

1. see any of the information held by us for you (and your child/ren), please see your musical director.
2. to change or delete it. Please note that certain information if deleted may compromise the membership of yourself/ your child with Amesbury Community Soul Singers.
3. Any changes will be implemented within one Calendar month.

**Changes to our Policy**

Amesbury Community Soul Singers retains the right to update our Privacy Policy at any time and if so will post this fact on our Main website and will do our utmost to ensure that you have receive a notification from the musical director.

**Sharing personal information.**

We do not use your data for anything else and it will NEVER be passed onto Third Parties, with the following exceptions

1. To the Local Authority when required for Childrens’ performances.
2. To the relevant bodies if vocal Exams are taken
3. To medical bodies in case of Emergency.
4. For any other legal requirement.

**Permission for video and Photos to be used** –Photographs and film footage will be taken of you and/or your child in both class room and performance settings, to be used in on line and offline marketing and publicity. You must actively OPT IN to give us your consent, and know that photos and film footage may still be used after you have left the choir.

Please see Ross for any queries, relating to this.

**Lawful Basis for Processing**

All information held will be held for one of these bases Legitimate, Consensual and Contractual necessity.