

STORTFORD YOUTH CHOIRS



Data and Privacy Policy

Effective Date: [December 2025]
Contact Email: [info@stortfordyouthchoirs.com]

1. Our Commitment to Privacy

Stortford Youth Choirs is committed to protecting the personal data and privacy of our choir members, particularly children and young people. We handle all personal information lawfully, fairly, and transparently in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who This Policy Applies To

This policy applies to:

- Children and young people who are members of the choir
- Parents and legal guardians
- Choir leaders, staff, and volunteers

3. What Personal Data We Collect

We may collect and store the following information:

a) Child or Young Person

- Full name
- Date of birth
- School year
- School attending
- Gender
- Attendance records

b) Parent or Guardian

- Name
- Email address
- Phone number
- Emergency contact details

c) Health & Safeguarding Information (with consent)

- Allergies or medical conditions
- Additional needs or accessibility requirements
- Information relevant to safeguarding and welfare

d) Images, Audio & Video (with consent)

- Photographs from rehearsals or performances
- Audio or video recordings of performances

4. Lawful Basis for Processing Data

Under UK GDPR, we process personal data on the following lawful bases:

- Consent – for photos, videos, recordings, and medical information
- Legitimate interests – for managing choir activities and communication
- Legal obligation – for safeguarding and child protection requirements

For children under 13, consent is always obtained from a parent or legal guardian.

5. How We Use Personal Data

We use personal data only to:

- Manage choir membership and attendance
- Communicate rehearsal times, events, and performances
- Ensure the safety and wellbeing of choir members
- Organise concerts, trips, and activities
- Promote the choir (only where consent has been given)

6. Consent

- Written parental or guardian consent is required for all members under 18
- Separate consent is obtained for:
 - Photos and videos
 - Audio recordings
 - Use on websites or social media

Consent can be withdrawn at any time by contacting us.

7. Photos, Videos & Recordings

- Children are not identified by full name in public materials

- Images and recordings are used respectfully and appropriately
- Content is not shared with third parties without consent
- Parents may request removal of images at any time

8. Data Storage & Security

- Personal data is stored securely (password-protected digital systems or locked files)
- Access is limited to authorised choir leaders and administrators
- We take appropriate measures to protect data from loss, misuse, or unauthorised access

9. Sharing Personal Data

We do not sell or share personal data for commercial purposes.

Data may be shared only:

- With emergency services where necessary
- When required by law
- For safeguarding purposes
- With parents or guardians regarding their own child

10. Data Retention

- Personal data is kept only for as long as necessary for choir participation
- Data is securely deleted when a member leaves the choir, unless retention is required for safeguarding or legal reasons

11. Your Rights Under UK GDPR

Parents and guardians have the right to:

- Access personal data held about their child
- Request correction of inaccurate information
- Withdraw consent
- Request deletion of data (where legally permitted)
- Lodge a complaint with the Information Commissioner's Office (ICO)

ICO website: www.ico.org.uk

12. Policy Review

This policy is reviewed regularly and updated as required. Any significant changes will be communicated to parents and guardians.

13. Contact Details

For questions or requests regarding data protection, please contact:

Josie Cowley

info@stortfordyouthchoirs.com