



SINGING TO MAKE YOU SMILE

## Smiley Tunes Data Protection Policy

### Introduction

In order to operate, Smiley Tunes needs to gather, store and use certain forms of information about individuals.

These can include members, employees, contractors, suppliers, volunteers, audiences and potential audiences, business contacts and other people the group has a relationship with or regularly needs to contact, we refer to these throughout this policy as 'Data Subjects.'

This policy explains how this data should be collected, stored and used in order to meet Smiley Tunes data protection standards and comply with the General Data Protection Regulations (GDPR), Data Protection Act (2018) and any other associated legislation.

### What data do we collect from Data Subjects?

From all Data Subjects	From Data Subjects such as members & employees
<ul style="list-style-type: none"><li>Name</li></ul>	<ul style="list-style-type: none"><li>Emergency contact details</li></ul>
<ul style="list-style-type: none"><li>Email address</li></ul>	<ul style="list-style-type: none"><li>Photos/Video footage</li></ul>
<ul style="list-style-type: none"><li>Phone number</li></ul>	<ul style="list-style-type: none"><li>Subscription payments</li></ul>
	<ul style="list-style-type: none"><li>Medical information (if needed)</li></ul>
	<ul style="list-style-type: none"><li>Bank details (if paying by Bacs)</li></ul>

### Retention Periods

We are required by certain statutory provisions to retain some information for certain periods, for example we have to keep evidence related to financial transactions for 6 years. Other than for statutory purposes we only keep your data for as long as you are a member or working with the business and up to 2 years after this period.

### What do we use it for?

The data we collect is used in a way that is appropriate to our relationship i.e. for a supplier we use it to manage the service you supply and our payments to you. Members information is used to manage your membership with Smiley Tunes and to organise and run our activities. Photos and video footage may be used on our website, Facebook page, Instagram account and for our newsletters. Smiley Tunes will add your email to our mailing list for information concerning rehearsals, performances, subscription payments and social events.

We won't ever use this data for anything else unless you give us your active consent for that additional use.

### Do we share your data with anyone else?

- We only share data as part of delivering services for example if we use an email system to deliver emails to you
- We will never give your data to third parties for that third party to use.
- If another member of Smiley Tunes asks for your contact details we will only share them if you give your consent.

### What can you ask us to do?

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the Data Protection Officer.

### I've got a question- who should I speak to?

Our Data Protection Officer is Helen Elliott. Please speak to her directly or contact her using details below.

Policy prepared by: Helen Elliott

Approved by Smiley Tunes: May 2019

Next Review: May 2021