



Privacy Notice

This document sets out what data we collect, how we use and store it, and what your rights are.

Steel City Choristers considers the privacy and confidentiality of data as a matter of the utmost importance. We are registered with the Information Commissioner's Office and all our policies are written taking account of the UK General Data Protection Regulation (GDPR). As a registered charity, our compliance with these regulations are regulated by the Charity Commission.

What data do we collect?

We (Steel City Choristers) will collect personal data, including names, addresses, email addresses, phone numbers and (for those under the age of 18) dates of birth and school, from five groups of people:

- Choir members (including parents of child choristers)
- Musicians, church officers, and other individuals relevant to the running of the choir
- 'Friends' of Steel City Choristers
- Other supporters who join our newsletter mailing list
- Other donors.

How do we use your data?

We collect your data for the following reasons:

- Choir members and parents: to communicate with people about choir operations, to have emergency contact and medical details where necessary, and to inform decisions about the running of the choir.
- Musicians, church officers, and other individuals relevant to the running of the choir: to enable communication about choir activities such as rehearsals, services, concerts and other events.
- Friends: to communicate about Steel City Choristers and its activities, record donations made (including details needed for claiming Gift Aid), and invite Friends to events.

- **Mailing list**: to provide occasional newsletters and other communications (via email) about Steel City Choristers.
- **Other donors**: to record the details of donations made (including details needed for claiming Gift Aid).

How do we store your data?

We store your data securely on a password-protected cloud-based drive. Only our trustees and other relevant officers of Steel City Choristers have access to this. Contact details for particular groups will be made available to other members of the organisation on a necessity basis only. For example, contact details of parents of choristers will be shared with chaperones. No contact details will be shared with anyone outside the organisation, or will be shared with other members for any purposes other than those described above.

We will keep your data for as long as you belong to one of the groups above. We will delete personal information from our database no more than six months after you cease to belong to any of these categories. You have the right to request we delete some or all of your data at any point, which we will then do as soon as is reasonably possible.

Your Data Protection Rights

We would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- **The right to access** – You have the right to request SCC for copies of your personal data. We may charge you a small fee for this service.
- **The right to rectification** – You have the right to request that SCC correct any information you believe is inaccurate. You also have the right to request SCC to complete the information you believe is incomplete.
- **The right to erasure** – You have the right to request that SCC erase your personal data, as described above.
- **The right to restrict processing** – You have the right to request that SCC restrict the use of your personal data.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at enquiries@steelcitychoristers.org.uk.

How to contact us

If you have any questions about Steel City Choristers' privacy policy, the data we hold about you, or if you would like to exercise one of your data protection rights, please do not hesitate to contact us at enquiries@steelcitychoristers.org.uk.

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Steel City Choristers has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>.