

## **ILKLEY CHORAL SOCIETY DATA PROTECTION AND PRIVACY POLICY**

This policy statement describes the way Ilkley Choral Society (“ICS”) manages the personal information it holds.

ICS holds the following categories of personal information.

- Names, postal addresses, phone numbers, and email addresses of members supplied when they apply for membership.
- A record of members subscription payments, donations.
- A list of non-members’ names, postal addresses, phone numbers, and email addresses, obtained through direct contact with the Secretary.

The information is securely stored and managed by a Committee Member. Members can have their contact preferences changed at any time by application to the Secretary of the Society.

Personal data is used for the following purposes:

- To produce postal mailing lists (name/address labels) for annual brochures, tickets and AGM papers.
- To contact members on administrative matters.
- In exceptional instances to contact members about other concerts or events of direct interest or benefit to ICS members.
- To contact members and non-members about ICS concerts, events and programme changes.
- Contact is principally by email, however those without email as a preferred method of communication will be contacted by post or phone.
- To generate annual Gift Aid returns for HMRC.

ICS does not share any of the information with other organisations.

Use of information about members is based on Legitimate Interest: that is, its use is part of the natural process of running ICS and serving its members, and consent to use the data in this way is implicit in its provision. The personal data of non-members is used only with their explicit consent.

If we have had no contact from a member or non-member for 3 years their information is deleted.

The policy is the responsibility of the ICS Committee, with the Chairman charged with monitoring its implementation.

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