# The Rowland Singers Choral Society

## Privacy Policy

This privacy notice tells you what to expect us to do with your personal information when you join us.

### For Membership management

We collect or use the following personal information:

- Contact details (e.g. name, address, telephone number, personal email address)
- Next of kin or emergency contact details
- Height to assist in positioning you for performance.

### Lawful bases and data protection rights

Under UK data protection law, we must have a "lawful basis" for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR.

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with.
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete.
- **Your right to erasure** - You have the right to ask us to delete your personal information.
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information.
- **Your right to object to processing** - You have the right to object to the processing of your personal data.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time.

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact any committee member.

### Our lawful basis for the collection and use of your data

Our lawful basis for collecting or using personal information as part of **membership management** is:

- Consent - we obtained permission from you on your membership application form. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

### Where we get personal information from

We collect your information only directly from you.

**How long we keep information**

We retain your information for as long as you remain to be an Associate Member.

**How to complain**

If you have any concerns about our use of your personal data, you can make a complaint to any committee member.