



# The New Greasley Singers

## Data Protection

**Data Protection Officer:** Secretary

**Personal Data Flows:** See Table 1 at end of document

**Right of access:** All individuals who have supplied their personal data have the right to access it.

**Right to rectification and data quality:** Members' personal data, including Gift Aid status, is reviewed on an annual basis at the AGM or can be updated on an ad hoc basis by individual. Any other individual for whom data is held has the right to rectification as soon as the holder is notified; holders also review other data annually as noted below.

**Right to erasure including retention and disposal:** The data protection officer is responsible for routinely and securely disposing of personal data that is no longer required. For members' information, this is typically on an annual basis as a result of the updated information supplied at the AGM or on an ad hoc basis at the request of a member. Other data is reviewed annually by the holder and data relating to individuals with whom there has been no contact for 5 years is deleted

**Security policy:** All distribution lists to be marked for internal use only and all members to be made aware of the sensitive nature of personal data.

**Consent:** By signing and returning the contact information section of the new members pack, members provide consent for the storage of their personal information.



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**Ongoing Consent:** By signing and returning the contact information section at the AGM, members provide consent for the ongoing storage of their personal information.

Other data is held for contractual reasons.

**Registration:** Not applicable.

**Right to be informed including privacy notices:** Individuals have the right to be informed about the collection and use of their personal data, including the purpose(s) for processing that data and retention periods and who it will be shared with. This information is contained in the privacy notice available on the organisation's web site.

**Accountability and governance:** The New Greasley Singers has an appropriate data protection policy.

We monitor our own compliance with data protection policies and regularly review the effectiveness of data handling and security controls.

We provide data protection awareness training for all members

Decision makers and key people in our organisation demonstrate support for data protection legislation and promote a positive culture of data protection compliance across the organisation.

**Breach notification:** All data holders are aware that breaches must be immediately reported to the Secretary for resolution by the Committee.



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**Table 1: Personal data flows**

Description	Why is the data held and what is it used for	Basis for processing data (e.g. consent, legal obligation)	Who holds the data and who can access it?	What security controls are in place?	How long is data kept for?	Is this covered by our privacy notice?	ACTION REQUIRED
<i>Membership list (Name, address, email, telephone numbers, next of kin)</i>	For contact and emergency purposes	Consent obtained via new member's form and renewed annually at AGM	Secretary All members received an electronic copy except next of kin, which is held by Secretary, Chairman & MD only	Spreadsheet on Secretary's password protected PC; Members' own devices	Updated annually; old lists deleted	Not yet	All members need to be advised about security and disposal policies.
<i>Gift Aid Declarations</i>	For claiming Gift Aid	Legal obligation	Treasurer	Paper declarations kept where? Claims kept where? Spreadsheet on Treasurer's PC?	Seven years	Not yet	Check that there is password protection of pc etc and security of paper records
<i>Financial information</i>	For control and accountability	Charity Commission (legal) requirement	Treasurer Another member reviews/checks paper records annually to countersign the accounts	Spreadsheets on Treasurer's PC	Seven years	Not yet	Password protect the PC and spreadsheet
<i>Concert organisers' contact details</i>	For 'contractual' reasons to ensure smooth running of events	Contractual agreement; Legitimate interest; Reasonable expectation.	Chairman Secretary Musical Director Concert secretaries	Own devices	5 years after last contract	Not yet	Check on pass word protection. Decide if we want to use e-marketing, in which case consent required.