



General Data Protection Regulations 2018

Your member data – what we need and why

We need some of your details so that we can let you know about things like rehearsal and event dates, subscription payments, and social events. By agreeing to become a member of EGCS you are accepting that the society has a “legitimate interest” to hold and use the data detailed below for organisational purposes.

<ul style="list-style-type: none">• Name and title• Email address• Postal address• Phone numbers	<ul style="list-style-type: none">• Voice part• Record of subscription payments• Gift Aid consent/status
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We hold all digital data in password-protected files on password-protected computers and any paper records in locked cabinets.

We check what data we have on members and ask you to reconfirm your consent annually; we then amend our records or remove the data if we no longer need it. If you let us know you are leaving the group, we’ll make sure we stop using and/or delete any data as long as we don’t need to retain it e.g. for financial reporting.

Any of the information listed above might be needed to manage your membership with EGCS and to organise and run our activities. We won’t ever use this data for anything else unless you give us your active consent for that additional use.

If you give us your consent, EGCS will add your email address to our mailing list for the group’s marketing/promotional communications e.g. for other local choirs. We will always include opt-out options on all such communications. You can withdraw your consent at any point by contacting the Data Protection Officer.

We will never give your data to third parties. We will sometimes use third party services (e.g. Google Drive, MailChimp) to store or process your data but we will always make sure that they are reputable and secure, and that your data is kept safe.

We will only share your data with the Trustees or members of the Committee if this is necessary for administrative purposes. If another member of EGCS asks for your contact details we will only ever share them if you consent.

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. If a request for deletion is made we will comply with the request unless there is a lawful reason (e.g. you are a paid-up member of the Society) for us to keep and use the data fairly for legitimate interests or contractual obligation.

To request any of these, please contact the Data Protection Officer, Gill Oliver, who will respond within one month.