

NCS – Data Protection Policy

New Data Protection regulations came into force in May 2018. The updated General Data Protection Regulation (GDPR) is an extension of the previous Data Protection Acts of 1984 and 2000. The regulations affect every organisation handling personal data: businesses, charities, voluntary organisations, clubs and societies.

Nantwich Choral Society records and uses a limited amount of personal data. This document outlines

- What data is held
- How it is used
- Who has access to it

Member Details held

The Membership register contains members contact details:

- Title
- Name
- Address
- Telephone number(s)
- Email address (if available)
- Voice part

This information is supplied by new members when joining the Society and is maintained for existing members. It is used for distribution of information to members, via email if possible, otherwise, if urgent, by telephone. Emails to members are sent 'BCC' in order to preserve privacy of email addresses.

The membership list is held by the Membership Secretary and shared only with the Assistant Treasurer who records subscriptions paid and claims Gift Aid relating to the members who have completed and signed the appropriate form.

This membership information is not shared with any other members or outside organisations. Officers of the Society may be given individuals' contact details on a 'need to know' basis.

Committee List

The list of elected and appointed Committee members contains the names, positions/roles, telephone number(s) and email addresses. It is circulated to those on the list and is used for communications within the committee.

Non-members Data

The Administrator for the Singing Days and Come and Sing events holds a mailing list of people who have attended the Society's 'open events' (Singing Days / Come and Sing) in the past and requested to be informed of future events and/or registered for an event. Details held:

- Title
- Name
- Address
- Telephone number(s)

- Email address (if available)
- Voice part

This information is used for sending out booking confirmation and further administrative details to participants who have registered for a particular event. It is also used for sending out information regarding upcoming events to those who have requested to be informed. It is not shared with others within or outside the Society.

Further information

Full information about the GDPR can be found on

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Information relating to voluntary societies (Briefing 173):

<https://www.voluntaryarts.org/Handlers/Download.ashx?IDMF=fd0ae645-dcbc-4776-86f9-886a0fe249e0>

Ester Harries
NCS Membership Secretary

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