

# Friends of the Nantwich Singers

## Privacy notice



Nantwich Singers is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulations (UK GDPR).

Nantwich Singers has a **Data protection and retention policy**, which can be found at <https://www.thenantwicksingers.org/wp-content/uploads/2023/11/Nantwich-Singers-Data-Protection-and-Retention-Policy-2023.pdf>

### Who is responsible for data the group collects?

Nantwich Singers is a Data Controller under the UK GDPR. Nantwich Singers has a Data Protection Officer (DPO) who can be contacted at <mailto:DPO@thenantwicksingers.org>

### What data do we collect and what do we use it for?

Nantwich Singers collects data from individual Friends to help us to promote and market the choir's activities.

When you become a Friend of Nantwich Singers, we may need to collect and store some or all of the following information about you:

- Name
- Email address or postal address
- Phone number

This data may be used by our Friends' Secretary to manage your Friend's membership. If you give us your consent to do so, we may use your contact details to send you marketing and/or promotional communications from the group. Any marketing and/or promotional communication we send to you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also withdraw consent at any point by contacting Nantwich Singers' DPO (email address listed above).

### Event attendees: for processing and managing tickets for events.

If you book a ticket online for one of our events, we need to collect data on the person booking (name and email). We will use this data to give you access to the event and to send you confirmation of your reservation/purchase. This data will only be used for administering your access to the event/s for which you have booked and will not be used to send you marketing/promotional messages from the group unless you have also provided your consent to receive these (see below).

### Mailing list subscribers: for marketing and promotion.

We offer everybody the opportunity to sign up (consent) to receive marketing and promotional information on the group's activities (e.g., emails about forthcoming events). When you sign-up to our marketing mailing list we will ask for your name, email or postal address and a contact phone number. We will use this data to send you information about our events and activities (e.g., forthcoming performances, social events, and fundraising events). We may also ask for your preferred topics and communication methods. These allow us to tailor the information we provide to suit your preferences (e.g., email vs post). We will only send you information that is related to the group (e.g. we will not use your data to send you marketing messages from 3rd parties).

### Do we share your data with anyone else?

We will never pass your details on to third parties for marketing purposes

### How can you update your data?

You can contact the DPO at <mailto:DPO@thenantwicksingers.org> to update or correct the data we hold about you.

### **How long we will hold your data?**

Nantwich Singers' data retention policy is to review all data held on individuals at least every two years and remove data where we no longer have a legitimate reason to keep it. Where you have withdrawn your consent for us to use your data for a particular purpose, we may retain some of your data for up to two years, to preserve a record of your consent having been withdrawn.

### **What rights do you have?**

Under the UK GDPR, you have the following rights over your data and its use:

- The right to be informed about what data we are collecting on you and how we will use it.
- The right of access - you can ask to see the data we hold on you.
- The right to rectification - you can ask that we update or correct your data.
- The right to object - you can ask that we stop using your data for a particular purpose.
- The right to erasure - you can ask us to delete the data we hold on you.
- The right to restrict processing - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated.
- Though unlikely to apply to the data we hold and process on you, you also have rights related to **portability and automated decision making** (including profiling).

All requests related to your rights should be made to the DPO at <mailto:DPO@thenantwicksingers.org>