

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 www.thenantwicksingers.org.

Who is responsible for data the group collects?

Nantwich Singers is a Data Controller under the UK GDPR. For further information please contact info@thenantwicksingers.org

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

Nantwich Singers collects data from individuals to help us plan, organise, and run the day-to-day operations of the choir and to promote and market the choir's activities.

As a member of Nantwich Singers, we may need to collect and store the following information about you:

• Name	• Vocal part
• Email address	• Gift Aid declarations
• Phone number	• Bank details
• Home address	• Photos/video/audio footage

This data may be used by committee members to manage your membership of Nantwich Singers and to organise and run our activities.

Do we share your data with anyone else?

We will never pass your details on to third parties for marketing purposes. We will only share your personal data under specific circumstances if you have given your consent for us to do so.

How can you update your data?

You can contact info@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 Where you have withdrawn your consent for us to use your data for a particular purpose, we may retain some of your data for up to two years, to preserve a record of your consent having been withdrawn.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 info@thenantwicksingers.org