

## Ruddington & District Choral Society

# Data Protection & Privacy Policy

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The Ruddington and District Choral Society (RDCS) collects personal data from you to allow us to achieve our objectives of promoting choral music and to provide services to you. We recognise that this data is yours and this Policy describes the rights you have under the General Data Protection Regulations – 2018 (GDPR).

**Information:** The only information that we hold about you will have been provided by you on forms such as the Membership Application Form and library, concert and other event signup lists. These forms will explain the reason why the data is being collected and refer you to this Policy to remind you of your legal rights. Where data may need to be shared with other than the Committee of RDCS, for example H. M. Revenue and Customs or other organisations with whom we collaborate, this will be clear on the form capturing the data. We do not hold Sensitive Personal Data.

**Contact Details:** You can communicate with the Society's Membership Secretary, via the email address [rdcsenquiries@gmail.com](mailto:rdcsenquiries@gmail.com)

The Society Data Protection Officer is currently John Prentice ([john.prentice@btinternet.com](mailto:john.prentice@btinternet.com) or 0115 984 5535)

**Lawful basis of Processing:** The GDPR Article 6 specifies six bases for legal processing of data. We only use the basis that we have been given your explicit Consent by way of the completed forms. We only process data in fair ways that you would reasonably expect and we are transparent in what we hold and how we process it. We ensure that the data is adequate and relevant to our relationship with you and review it, at least annually, to delete anything we do not need. Please assist this process by notifying the Membership Secretary of any changes in your information through the year.

**Accuracy:** You can ask us for all the details of your data to check its accuracy and to ask us to correct any errors you might find.

**Security:** We will take care to ensure the security and confidentiality of your data; the detailed methods differ for computer and paper held data but include use of robust passwords, encryption, and locked filing cabinets. Your data will not be transferred outside the European Union. We have processes in place to detect and to handle any accidental breaches of security.

*Privacy Policy made 27 July 2018 – Revised 2 February 2023*