



Privacy/Data Protection Policy

DOCUMENT DETAIL	
Policy Name	Privacy/Data Protection Policy
Version	Version 3
Approved by	Approved at LWC Committee 30/9/24
Effective from	September 2024
Date of last review	September 2024
Date of next review	September 2027
Responsible Faculty	Membership Faculty
Responsible Lead	Data Protection Officer
Superseded documents	Privacy Policy version 2 Data Protection & Retention v2
Document summary	Outlines approach to General Data Protection Regulations

DOCUMENT HISTORY		
Version Number	Comments	Approved By
1	New	LWC Committee
2	Review	LWC Committee September 2020
3	Review	LWC Committee 30/9/24

Liverpool Welsh Choral (LWC) 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 (GDPR) May 2018.

Contact Details For Liverpool Welsh Choral

Secretary at liverpoolwelshsecretary@outlook.com or

Contact Details For Data Management Co-ordinator

LWC.GDPR@gmail.com

What Data Do We Collect And What Do We Use It For?

Liverpool Welsh Choral collects data from individuals to help us plan, organise and run our day-to-day operations and to keep them informed about Liverpool Welsh Choral activities.

Members

When you join Liverpool Welsh Choral as a member, or during your membership with us, we will collect some of the following information from you:

- Name
- Email Address
- Phone Numbers
- Address
- Emergency Contact Details, Medical Details
- Gift Aid Declarations
- Bank Details
- Musical Ability & Audition Notes

We will use this information to manage your membership, to organise and run our activities (e.g. co-ordinating events or collecting fees) and to inform you about Liverpool Welsh Choral activities.

The Legal Basis for using Personal data is:

For the purposes of our Legitimate Interests in operating the choir.

What are the legitimate interests for using your personal data?

The **legitimate interests** of Liverpool Welsh Choral are:

- To enable LWC to provide a service for the benefit of its members and the local community
- To administer membership records and allow for the welfare of members
- To arrange Annual General Meetings, Committee Meetings and Choir social events
- To sing choral music as a choir with organised rehearsals, concerts and venues
- To organise musical events run by the choir e.g. workshops, Come-and-Sing days, Open rehearsals and joint concerts
- To provide information on other events or activities which may interest members
- To give or request help or information on choral, musical or choir matters
- To answer questions about choir matters
- To raise funds through membership fees, Gift Aid, concerts and other lawful methods

Exceptions are:

(a) Your photograph, in printed form, video, on our website or other media pages.

We will seek the Member's Active Consent on their application form and each membership renewal form and the Member may withdraw consent at any time by contacting the Data Management Co-ordinator at LWC.GDPR@gmail.com

(b) Marketing/Promotional communications from the Choir.

We will seek the Member's Active consent to use their contact details for this purpose.

Any marketing/promotional communication we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails or unsubscribe) and you can also withdraw consent at any time by contacting the Data Management Co-ordinator.

The recipients or categories of recipients of personal data

Liverpool Welsh Choral Officers, Committee Members and those approved to work with us in the following way:

- Full Data – Data Management Co-ordinator, Membership Secretary
- Address and contact details – Secretary, Chair, Registrar and Librarian
- Gift Aid and payment details – Treasurer, Gift Aid Co-ordinator
- Audition data, Contact details – Musical Director/Conductor
- Names, photographs and email addresses – Publicity & Publication Officers (with consent)
- Names and contact details of non-member volunteers/Friends of LWC – Front of House Manager/Friends of LWC Administrator

If another member of Liverpool Welsh Choral asks for your contact details we will only ever share them if you have given your consent. Anyone other than the named personnel above who wish to communicate on LWC choir matters must do so through the LWC Secretary, who will ensure timely and correct distribution.

We also hold information about your auditions, e.g., voice colour, date of first audition, audition outcome, re-audition dates etc. This information is used by the Music Director and Membership Secretary to arrange re-auditions, decide on a Semi-Chorus, seating at concerts etc.

Employees, Friends of LWC, Honorary Subscribers, Contractors and Volunteers

When you join us as one of the above, we may need to collect similar information as for members so that we can manage your relationship with Liverpool Welsh Choral and the work you do with us. This might include things like arranging work schedules or paying expenses and invoices.

We may also need to collect personal or sensitive data (e.g. relevant medical information, age or gender) for administration or for legal/regulatory reasons; where this is the case, we will explain what this is for at the point of collection.

Event Attendees: for processing and managing tickets for events

Where our events are ticketed, we need to collect data on the person booking (name, address, email, Tel. no.) in order to allow you access to the event and to send you a 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 choir unless you have also provided your consent to receive these.

Mailing list subscribers

We offer everybody the opportunity to sign up (consent) to receive marketing and promotional information on the choir's activities. We will ask for your name, email, address and phone number to send you information about our events and activities, e.g. forthcoming concerts, social events or the Annual General Meeting.

We will only send you information that is related to Liverpool Welsh Choral; we will not use your data to send you messages from 3rd parties. Anything we send you will include a clear option to withdraw your consent (e.g. to 'unsubscribe' or 'opt out' of future emails) and you can also do so at any time by contacting the Data Management Co-ordinator at LWC.GDPR@gmail.com

We also contact individuals as part of the process of arranging concerts and other events, e.g. venue managers, concert programmers, orchestra and band administrators, musicians and their agents. In these circumstances we will use your contact details to progress the activity in hand. We will only send you information about our events and activities if you have given us permission to do so.

Website visitors: for running and improving our website

We use cookie technology when a person visits our website www.lwcu.co.uk to collect and analyse anonymised data on how many people have visited, what pages they have looked at and other statistical information. We also use cookies to allow members to log in and find out about rehearsals etc.

We will use a pop-up box on www.lwcu.co.uk that will activate each new time a user visits the website. This will allow them to click to consent (or not) to continuing with cookies enabled, or to ignore the message and continue browsing (i.e. give their implied consent). You can find out more about cookies at the end of this document.

Do We Share Your Data With Anyone Else?

We will never pass your details on to third parties for those third parties to use, e.g. for their own marketing purposes. We sometimes use third party services, e.g. to provide ticketing services. WebTicketManager is a third party developer of the LWC website which uses third party Data Processors to process ticket ordering data on LWC's behalf. WebTicketManager will ensure all Data Processors are compliant with GDPR.

We will always make sure any third parties we use are reputable, secure, and process your data in accordance with your rights under GDPR. We will never allow them to use your data for their own purposes.

Do We Ever Collect More Sensitive Personal Data?

We may sometimes need to collect personal or sensitive data (e.g. relevant medical or DBS information, age or gender) for administration or for legal/regulatory reasons, for example when taking on volunteers. Where this is the case, we will explain what this is for at the point of collection. We do not knowingly collect or store any personal data about children under the age of 16.

How Can You Update Your Data?

You can contact us at any time at LWC.GDPR@gmail.com to update or correct the data we hold.

How Long Will We Hold Your Data?

As a general rule a data review will be held every 2 years and no more than 30 calendar months after the last review. We will hold your personal data on our systems for as long as you are a member of the Choir and for as long afterwards as it is in the Choir's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. (e.g. Gift Aid declarations).

Personal data about you may also be legally retained as part of an archive. This ensures that older Committee and AGM minutes, attendance sheets, photographs etc. may be retained legally for educational and research reasons.

LWC will keep your data securely e.g. electronically held data will be password protected in a secure environment, paper data will be held in locked facilities. We will inform you promptly should any data breach occur.

LWC will not sell or market your personal data under any circumstances. LWC will not share your personal data with other organisations.

What Rights Do You Have?

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

- The right to be informed about what data we are collecting 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
- 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 Data Management Co-ordinator at LWC.GDPR@gmail.com We will respond within one month. You can find out more about your rights on the Information Commission's Office website

Your Rights To Withdraw Consent.

- For having photographs or videos taken, retained or used by LWC on any media
- For having your name published in concert programmes or on the LWC website or social media.
- On how you wish LWC to communicate with you
- To have your bank details retained (if changing payment method)
- If you wish to withdraw consent for Liverpool Welsh Choral to hold all of your personal data and contact details you will be deemed to have resigned from the Choir.

What Will We Do If Anything Changes?

If we make changes to our privacy statements or processes we will post the changes here. Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, we will ask for your consent to continue processing your data after these changes are made.

Your Rights To Lodge A Complaint

To lodge a complaint, you can contact:

The Information Commissioner's Office,
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113 or Email: <https://ico.org.uk/global/contact-us/email/>

Legal Obligations

If you wish LWC to claim Gift Aid on monies that you give to us, our statutory obligation is to provide your personal data to HMRC and to retain that data for 7 years from your last Gift Aid contribution.

Please note that LWC is obliged by statute to keep and provide your personal data in certain circumstances such as:

- When required by HMRC
- When required by law
- When required in order to protect members of the public from serious harm

Use Of Cookies

'Cookies' are small text files that are stored by the browser (for example, Internet Explorer, Google Chrome, Safari or Firefox) on your computer or electronic device. They allow websites to 'remember' you for a period of time so that they can store things like user preferences and make the website quicker and easier for you to use.

Without cookies, some things on websites would not be able to work: for example, without cookies it might not be possible to know whether or not you are logged in on a website, which would prevent you from being able to see content restricted to logged-in users.

How does the Liverpool Welsh Choral website use cookies?

A visit to a page on our website may create the following types of cookie:

- Registration and preferences cookies
- Anonymous analytics cookies

When you become a member of Liverpool Welsh Choral, you are given log-in access to the Members' Area of our website so that you can find out about rehearsals, concerts and auditions, and read back issues of our weekly members update. In order to provide this benefit we generate cookies that let us know whether you are signed in or not. Our website uses these cookies to work out who has signed in and to give you access to the Members' Area. If you have not selected 'keep me signed in', your cookies get deleted when you either close your browser or shut down your computer.

Anonymous analytics cookies

Every time someone visits our website, software provided by other organisations, such as Google Analytics, generates an 'anonymous analytics cookie'. These cookies can tell us whether or not you have visited the site before and what pages you visit. Your browser will tell us if you have these cookies and, if you don't, we generate new ones. This allows us to track how many individual users we have, and how often they visit the site. We use them to gather statistics, for example, the number of visits to a page, to help us identify if visitors would benefit from more information on a particular area. Please note that the statistics themselves are completely anonymised, e.g., number of visits per day.

How do I turn cookies off?

It is usually possible to stop your browser accepting cookies, or to stop it accepting cookies from a particular website. All modern browsers allow you to change your cookie settings. You can usually find these settings in the 'options' or 'preferences' menu of your browser. The following links may be helpful, or use the 'Help' option in your browser for more details.

[Cookie settings in Chrome](#)

[Cookie settings in Firefox](#)

[Cookie settings in Safari](#)

[Cookie settings in Internet Explorer](#)

Please note: switching off cookies may prevent some aspects of our website from working fully (e.g. you may not be able to access our members-only area).

You can find out more about cookies and their use from www.allaboutcookies.org

Stella McGann
Data Protection Officer
Reviewed September 2024