



MOUNTAIN ASH AND DISTRICT CHORAL SOCIETY

DATA PROTECTION POLICY MAY 2018

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1. Purpose

Mountain Ash and District Choral Society (the Society) is a Registered Charity. Choristers (Choristers) become members of the Society by payment of an annual membership fee.

Details of the membership are held purely for the collection of annual fees, organisation of concert performances, the arrangement of social events and links with other choirs.

The Society also holds some personal details of a number of Patrons (Patrons) who provide support by means of financial contributions.

From time to time the Society may hold bank details or passport details of Choristers and Patrons and their families and friends.

The Society, which is managed by an elected committee (the Committee), will ensure that the Data Protection Law and its requirements are adhered to by ensuring that any personal information held about Choristers or associates (Associates) is:-

- used fairly and lawfully;
 - used for limited, specifically stated purposes;
 - used in a way that is adequate, relevant and not excessive;
 - accurate;
 - kept for no longer than is absolutely necessary;
 - handled according to people's data protection rights;
 - kept safe and secure;
 - not transferred outside the Society without the permission of the individual.
- a. This document provides details of the way in which personal information about Choristers and Associates of the Society is collected, stored, managed and disposed of.
 - b. This document is stored on the Society's website.
 - c. This document is shared with any newly elected Committee members (Committee Members) and or approved Associates.
 - d. All elected Committee Members and Associates must confirm that they understand their responsibility to protect any personal data passed to them.
 - e. A checklist is provided to all newly elected Committee Members/approved Associates. (See Appendix A)

2. Holders of Personal Information

Limited personal information, provided by Choristers and Associates, is held by authorised elected members (Authorised Elected Members) of the Society's Committee. These Authorised Elected Members are:-

The Registrar
The Secretary
The Chairperson and Deputy Chairperson
The Part Representatives and Deputy Part Representatives
The Treasurer
The Ticket Manager

There may be occasions when persons authorised by the Committee are provided done only with the permission of Choristers or Associates.

Choristers/Patrons must be advised if photographs of events are to be taken and used in publications or on the Society's website. They have the right to object.

3. Personal Information Collection

New Choristers are asked by the Registrar to complete a membership form which provides their name/address/telephone number and e-mail address. (See Appendix B)

Individual Chorister details are added to a central spreadsheet/database of Choristers. These details will then be shared with Part Representatives/Deputy Part Representatives and other authorised individuals for specific agreed events/purposes.

Patrons of the Society are asked to provide their name/address/telephone number and e-mail address. This information is added to a central spreadsheet/database of Patrons.

Travel arrangements for trips abroad may require the provision of passport details.

4. Data Storage/Data Security

Personal information is stored on a spreadsheet/database on the personal laptop/tablet or electronic device of Authorised Elected Members of the Society's Committee or of approved organisers of social or travel events.

It is the responsibility of the Society's Committee to ensure that each holder of any personal information:-

- has appropriate security software fitted to their personal laptop/tablet or electronic device;
- has password protected the spreadsheet/database containing personal information;

- has an awareness of their responsibility to apply the same Data Protection rules to data which has been printed on paper;
- does not share the information held with any other person or organisation without the permission of the individual(s);
- destroys the information when it is no longer required or permission to retain it has been withdrawn.

5. Data Breaches

If any laptop/tablet/electronic device which holds personal information is lost or compromised in any way, the Chairperson and Secretary of the Society's Committee must be advised immediately. The data breach must be considered carefully in the light of what information may have been compromised *e.g. loss of passport or bank details must be considered as very serious.*

All Choristers and affected individuals must be advised and in certain circumstances the breach must be reported to the ICO (Information Commissioner's Office).

6. Data Deletion

It is the responsibility of the Society's Committee to ensure that:-

- a. When Choristers leave the Society, their personal information should be deleted from all spreadsheets/databases held by all authorised persons, unless that person has given their permission for it to be retained.
- b. When elected Committee members retire or are replaced, all personal information held on any of their electronic devices must be deleted and any paper copies of that information shredded.
- c. When exchange visits/travel has been undertaken, all passport details held should be deleted from any electronic device and any paper copies of details shredded.



Checklist Sheet for holders of Personal Information

1. Ensure that any electronic device holding personal information provided to you by the Mountain Ash and District Society Committee (the Society's Committee) has security software protection.
2. Password protect any spreadsheet or database containing the personal information provided.
3. Do not share this personal information with anyone other than the Society's Committee or approved associates unless permission has been given by the individual concerned.
4. If paper copies of the information are required, once used and no longer necessary ensure the paper copies are shredded.
5. If a chorister leaves the choir you must delete their personal information from any spreadsheet or database and destroy any paper copies containing their data unless they have given their permission for you to retain it.
6. On retirement, or at the end of your term of office as an elected member of the Society's Committee, or if the personal information is no longer required, it must be deleted from all electronic devices and all paper copies of the information must be shredded.
7. If your electronic device holding personal information is lost/stolen or compromised in any way you **MUST** tell the Chairperson and Secretary of the Society's Committee immediately.



MOUNTAIN ASH AND DISTRICT CHORAL SOCIETY MEMBERSHIP APPLICATION FORM

Surname

Forename

Date of Birth

Gender: Male/Female

Date of Joining

Voice (please tick as appropriate)

Soprano Alto Tenor Bass

Address

.....

.....

Postcode

Telephone

Mobile

E-mail

Emergency Information

Contact Name

Telephone

Mobile

E-mail, Website & Gift Aid Consent (please circle as appropriate)

I consent to the choir using my email address for communication Yes No

I consent to the use of choir related photographs containing my image
being used on the choir's website and in choir concert programmes Yes No

I wish to treat my subscription as a Gift Aid donation* Yes No

*Gift Aid: You must pay an amount of Income Tax and/or Capital Gains Tax for each tax year
(6 April one year to 5 April the next) that is at least equal to the amount of tax that the charity
will reclaim on your subscription in that year

Membership Type (please tick the appropriate box)

Full (£35) Senior Citizen/Concessionary (£25) Student (Free)

Note: Copies of music can be purchased outright or borrowed at a nominal charge

Signed

Date