



WESTBURY AND DISTRICT CHORAL SOCIETY

MEMBER OF MAKING MUSIC, THE NATIONAL FEDERATION OF MUSIC SOCIETIES
REGISTERED CHARITY NO. 1028041

PRIVACY NOTICE

As a member of *Westbury & District Choral Society* your personal data (name, address, email address, telephone numbers) is held electronically. This password-protected file is shared only between the Secretary, Chair, Treasurer, Librarian and Conductor. A hard copy may be used for the purposes of register keeping and/or music issue.

Your personal data (name and email address) is also stored on the society's email account, which is password protected. Only the Secretary and Conductor have access to this.

The Treasurer holds records of Gift Aid declarations. These are kept securely and only the Treasurer has access to these. The Treasurer also holds Committee personal data as necessary for compliance with the Charity Commission. If you pay your membership subscription via bank transfer your name may appear on bank statements, seen only by the Treasurer and Accountant. These are shredded after 6 years.

Westbury & District Choral Society may use your email address to enable you to access rehearsal files from an external provider. Their Privacy Policy can be found at <https://johnfletchermusic.org/privacy-policy/>. Your personal data (name and email address) is only accessible via a password-protected account on this website. Only you and the Chair have access to this.

Your personal data is used to facilitate the administration of *Westbury & District Choral Society*, and to provide you with information on forthcoming music selection, rehearsals, workshops and other *Westbury & District Choral Society* events. Your personal data will never be passed to anyone other than those named above without your prior permission. Your data will be completely removed if your membership of *Westbury & District Choral Society* ceases, or at any time if you ask for it to be removed.

Westbury & District Choral Society sometimes receives information regarding workshops and concerts hosted by other local choirs, with a request to advertise this to our members. If you would like to receive this information you will need to actively opt in by emailing info@westburychoral.org.uk.