**LIVERPOOL COMMUNITY CHOIR**

Privacy Statement

Liverpool Community Choir holds details of its members’ names, contact telephone numbers and email addresses for the purposes of its day to day functions in order to advise its members of forthcoming events and to circulate information.

In addition, Liverpool Community Choir invites its members to submit ICE contact details, comprising name and telephone number only, should they wish to do so and these details are held on a Legitimate Interest Basis.

All contact information is collected and maintained by the Membership Secretary.

Liverpool Community Choir undertakes to never share its members’ information with any third party and to notify The Information Commissioner’s Office of any data breech within 72 hours, if the data breech is deemed to be a threat to the rights and freedom of an individual. Should a data breech occur which is not deemed to be a threat to the rights and freedom of an individual, then the ICO need not be notified but Liverpool Community Choir will document the event in order to justify the decision not to file a report in order to justify that decision if required.

**Liverpool Community Choir Members’ Rights:**

1. **Right to be Informed**

Members have the right to be advised how data is collected, stored and processed.

1. **Right of Access**

A copy of held data, in electronic form, is to be made available upon request by a member, within one month of that request.

1. **Right to Rectification**

In the event of any held information being incorrect or incomplete, Liverpool Community Choir undertakes to rectify the error or omission within one month of being notified.

1. **Right to Erasure**

Upon leaving the choir, members have the right to have their details deleted from the database.

1. **Right to Restrict Processing**

If any member objects to the accuracy or purpose of the processing of their data, Liverpool Community Choir will temporarily stop the processing, but may hold the datauntil the issue is resolved.

1. **Right to Data Portability**

Members can request any data held on them to be sent to them (or to a 3rd party), in digital format within one month.

1. **Right to Object**

Members have the right to object to the processing of their personal data. Any such request will be complied with within one month.

**Liverpool Community Choir – Basis for Holding Information**

1. **Lawfulness, Fairness & Transparency**

Members’ rights as set out above

1. **Purpose Limitation**

All data is to be held for legitimate purposes and is not to be shared with any 3rd party

1. **Data Minimalisation**

Liverpool Community Choir undertake to only collect such data as is required for the purposes of membership and safeguarding (ICE)

1. **Accuracy**

Any errors will be rectified or erased within one month of notification

1. **Storage Limitation**

Data will be held only for the duration of time that the individual is a member of Liverpool Community Choir.

1. **Integrity and Confidentiality**

Liverpool Community Choir undertake to hold all data in a secure manner in order to avoid accidental loss, misuse or destruction.

All information held by Liverpool Community Choir is done so with the consent of its members and is collected via its membership application form.

In the case of members who joined the choir prior to these regulations (GDPR), a multiple consent form has been read and signed.

Using the Registration Self Assessment tool, (link below) we have found that we are exempt from paying a fee to the ICO.

https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/