

Like every organisation which holds personal data, *newChoir* has reviewed its procedures to ensure that it is GDPR-compliant. We take data protection seriously, and will always treat your data with respect. This document sets out what data we hold and on what basis we hold it, how it is used, and how an individual's data can be removed from the system.

### 1. Whose data do we hold?

We currently hold data on all individuals who have actively shown an interest in our events, either by purchasing a ticket from us, signing up to one of our workshops, or by requesting to join our mailing list. The mailing list is updated regularly as a result of amendments received from the individuals concerned. If you are happy with the way we currently use your data, there is nothing further you need do; if you wish to unsubscribe, now, or at any time in the future, please see below.

### 2. What is our legal basis for holding this data?

- We hold and record data for the purpose of fulfilling our contract with you (to supply information about workshops you have signed up to)
- We hold and record data for marketing purposes

### 3. What data do/do we not hold?

- Our electronic records include names and email addresses. We securely store details of all workshop delegates and mailing list
- We do not store credit/debit card or cheque details

### 4. How do we use your data?

The data you have provided is used in two ways:

- to fulfil our contract with you in terms of supplying information about workshops you have enrolled on
- to keep you informed of concerts and other events organised by *newChoir*

### 5. How secure is the data?

- Data is stored in a secure, password-protected environment, accessed only by the membership secretary and certain committee members
- Data will never be sold to a third party
- Data will not be shared with third parties unless (i) we are required to do so by law; (ii) it is wholly necessary for the performance of a contract or to keep you informed of our events; or (iii) you have explicitly given us permission to do so for any other reason
- In the event of (ii) above, the data will be shared over a secure, password-protected link, and we will require our partner organisations to demonstrate compliance with GDPR

### 6. You can unsubscribe at any time

To unsubscribe from any email correspondence, please do so by email return or by using the Contact Us form on the Join Us page of our website, inserting "UNSUBSCRIBE" in the subject pane.