



## READING MALE VOICE CHOIR

### Privacy and Data Protection

#### Privacy statement

RMVC is a privacy conscious organisation and is strongly committed to the right to privacy of its members. That is why we have drafted a Privacy and Data Protection Statement, which follows guidelines set out in the Data Protection Act 1998.

#### The Data Protection Act 1998

The Data Protection Act 1998 set rules for processing personal information and applies to structured paper records as well as data held on computers. With the Freedom of Information Act 2000 which came into force on 1 January 2005, the provisions of the Data Protection Act 1998 will apply to all records, including those structured other than by reference to the data subject, and completely unstructured files.

#### RMVC's Use and Storage of Data

The Data Protection Act states that those who record and process personal information must be open about how the information is used and must follow the eight principles of 'good information handling'.

These principles state that data must be:

1. Fairly and lawfully processed
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Accurate
5. Not kept for longer than is necessary
6. Processed in line with your rights
7. Secure
8. Personal data will not be transferred outside the European Economic Area unless that country provides an adequate level of protection

If you believe in any way that the choir is not processing your personal data in accordance with these principles, please email us at [secretary@rmvc.net](mailto:secretary@rmvc.net)



### **How does RMVC collect data?**

There are several means by which the choir collects personally identifiable data, for example:

- Through membership application forms
- Through correspondence via the website or choir email addresses or personally with choir officials

All personally identifiable information provided to the choir is processed in accordance with the principles of the Data Protection Act 1998.

### **How is information used within RMVC?**

Examples of how personal information is used within the choir are:

- Membership records held by the RMVC Committee
- Gift Aid Claims
- Email records for email newsletters by the Secretary
- Emergency contact details collected by the RMVC Committee
- Data sharing between choir members to enable contact between them
- Members who have left the choir have the option to allow us to retain their personal information for the purpose of keeping them updated about the choir

### **Is information passed to third parties?**

It is the choir's policy only to disclose information to third parties if explicitly required to do so by United Kingdom Law.

The choir does not collect or compile personally identifying information for dissemination or sale to external parties for marketing purposes.

END

Adopted at RMVC Committee 2 March 2017