

# 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 Legislation** - The Data Protection Act 1998 set rules for processing personal information and applies to structured paper records as well as data held on computers. The Freedom of Information Act 2000 extended this provision to all records, including those structured other than by reference to the data subject, as well as 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
- Through personal contact 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 and Officers, and the Musical Director and Deputy Musical Director
- 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, including within Sections
- Communication with past Choir members and the Friends of the Choir

**Is information passed to third parties?** - The Choir will only disclose information to third parties if explicitly required to do so by United Kingdom Law.

The choir does not collect or compile personal information for dissemination or sale to any external parties, including for marketing purposes.

Approved by Committee – February 2023

Ratified by Committee September 2025