

Lichfield Cathedral Chamber Choir – Privacy notice

1. Why do we need a privacy notice?

The processing of personal data (information about an individual) is governed by General Data Protection Regulations (GDPR). **Lichfield Cathedral Chamber Choir (LCCC)** will use any personal or sensitive data we collect from you in line with GDPR which includes keeping the data up to date, storing and destroying it securely, and protecting it from loss, misuse, unauthorised access and disclosure.

This privacy notice gives an overview of the data we might collect, how it is used, kept secure and updated, how long the data might be held and your rights in relation to it.

2. Who is responsible for data the group collects?

LCCC is a Data Controller under GDPR and the Data Protection Officer is a named member of the Choir Committee who should be contacted via enquiries@lichfieldcathedralchamberchoir.org if there are queries or changes to data.

3. What data do we collect and why?

Members of LCCC

LCCC collects personal data from members to plan, organise and run the group (e.g.co-ordinating rehearsals or events) and to promote and market the group's activities (e.g. photography/video capture, marketing materials). Members are informed why particular data is collected and how it will be used at the point of collection.

The data collected will be processed in line with GDPR by relevant committee members and the Conductor to manage our activities.

Lichfield Cathedral collects data from people who volunteer in the Cathedral, including members of LCCC. You can see the Privacy Policy for Lichfield Cathedral [here](#).

Non-Members / General Public

Where our events are ticketed and we need to collect data on the person booking (name and email) to send you a confirmation of your reservation/purchase, the data you provide will only be used for your specific booking and will not be used to send any additional marketing/promotional messages from the group unless you have also provided your consent to receive these (see below).

Any marketing/promotional communication we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also withdraw consent at any point as directed in the communication.

Mailing list subscribers: for marketing and promotion

LCCC welcomes the opportunity to encourage people to sign up (consent) to receive marketing and promotional information on the group's concerts and events.

If you sign-up to our mailing list we may ask for your name, email and phone number and will use this data to send information about our events and activities which are available to you to attend.

We will only send you information related to the group and will not use your data to send you marketing messages from third parties.

You may withdraw your consent and 'opt out' of future communications as directed in the communication.

4. How to update your data

To update your data contact us at enquiries@lichfieldcathedralchamberchoir.org

5. Do we share your data?

We will never pass your details on to third parties for the purposes of marketing. We may use a reputable, secure third party service such as Google Drive to process your data in accordance with your rights under GDPR.

6. Are there special measures for children's data?

We do not collect or store any personal data about children or young people under 16.

7. How long will we hold your data?

LCCC reviews all data held on individuals every two years and removes data where we no longer have a legitimate reason to keep it. If you have withdrawn your consent for us to use your data for a particular purpose (e.g. unsubscribed from a mailing list) we may retain some of your data for up to two years in order to preserve a record of your consent having been withdrawn.

8. What rights do you have?

Under the GDPR, you have the following rights over your data and its use:

- The right of **access** - you can ask to see the data we hold on you
- The right to **rectification** - you can ask that we update or correct your data
- The right to **object** - you can ask that we stop using your data for a particular purpose
- The right to **erasure** - you can ask us to delete the data we hold on you
- The right to **restrict processing** - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated

All requests related to your rights should be made to enquiries@lichfieldcathedralchamberchoir.org.

9. What will we do if anything changes?

If we make changes to our privacy statements or process we will post the changes on our website www.lichfieldcathedralchamberchoir.org and email individuals affected with the new details. Where required by law, will we ask for your consent to continue processing your data after these changes are made.

Use of Cookies

Cookies are small pieces of data stored by the browser (e.g. Internet Explorer) on your computer or electronic device. Cookies allow websites to track user preferences and can make the website easier and quicker for you to use.

The LCCC website uses cookies to determine if a choir member is signed in to enable them to access the part of the site restricted to members.

Anonymous Analytics Cookies are generated by our website host (Wix) when someone visits our site. This allows us to track how many users we have and to see what pages are visited, and how often. This can help us decide which areas of the site to develop.

You can find out more about cookies and their use by looking at www.allaboutcookies.org