

Privacy notice

What is this guide for?

Whenever we need to collect any of your data, we will let you at that point why we need to do so and what it will be used for, but this guide provides a useful overview of all of those situations and provides more detail on how we keep your data secure and up to date, how long we might hold it for, and what your rights are in relation to it.

CHiME Music is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulations (GDPR).

Who's responsible for data the group collects?

CHiME Music is a Data Controller under the GDPR.

What data do we collect and what do we use it for?

CHiME Music collects data from individuals to help us plan, organise and run the day-to-day operations of the group (e.g. co-ordinating rehearsals or collecting subscription payments) and to promote and market the group's activities (e.g. marketing mailing lists and photography/video capture).

Members: for administering membership

When you join one of CHiME Music's groups as a member, or during your membership with us, we may need to collect some of the following information on you:

- Name
- Email address
- Phone number
- Address
- Subscription Payments
- Photos/video footage

This data will be used by us to manage your membership and to organise and run our activities. The legal basis for using your data in this way is because we are entering into a contract with you.

If you give us your consent to do so, we may also use your contact details to send you marketing/promotional communications from the group.

In order to facilitate our activities we may share your contact details with other members of the same group (eg to help organise social events). However you do have the right to refuse consent to this.

If you give us your consent, CHiME Music will add your email address to our separate mailing list for communications about musical opportunities related to choral singing. 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 by contacting us.

We check what data we have on members every year and remove it if we no longer need it. If you leave the group, we'll make sure we stop using and/or delete any data we don't need to keep.

Photographs and Video

From time to time CHiME Music may use photos or videos of rehearsals or performances for publicity purposes. These images will never include the names of individual choir members. They will be stored anonymously and will be included in the annual review of data. We will always let members know when photos or videos are being taken so that you can decide whether to opt out.

Event attendees: for processing and managing tickets for events

Where reservations are made on tickets, we may need to collect data on the person making the reservation (e.g. name and email) in order to allow you access to the event and to send you a confirmation of your reservation. This data will only be used for administering your access to the event/s for which you have booked and will not be used to send you marketing/promotional messages from the group unless you have also provided your consent to receive these (see below). The legal basis for using your data in this way is because we are entering into a contract with you.

Soloists, instrumentalists and contractors: for administration and legal/regulatory purposes

We may need (for administration or for legal/regulatory reasons) to collect personal or sensitive data on soloists, instrumentalists or contractors providing services to the group. Where this is the case, we will explain what this is for at the point of collection. The legal basis for using your data in this way is because we are entering into a contract with you.

Mailing list subscribers: for marketing and promotion

We offer everybody the opportunity to sign up (consent) to receive marketing and promotional information on the group's activities (e.g. emails about forthcoming events). The legal basis for using your data in this way is consent.

When you sign-up to our marketing mailing list we will ask for your email, and will use this data to send you information about our events and activities (e.g. forthcoming performances, social events and fundraising events).

We will only send you information that is related to the group (e.g. we will not use your data to send you marketing messages from 3rd parties).

Anything we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also do so at any time by contacting us.

Do we share your data with anyone else?

We will never pass your details on to third parties for marketing purposes.

We sometimes use third party services to process your data (e.g. Microsoft 365). We will always make sure any third parties we use are reputable, secure, and process your data in accordance with your rights under GDPR.

Are there special measures for children's data?

We do not knowingly collect or store any personal data about children under the age of 13.

How can you update your data?

You can contact us at any time to update or correct the data we hold on you.

How long we will hold your data?

The CHiME Music data retention policy is to review all data held on individuals at least annually and remove data where we no longer have a legitimate reason to keep it.

Where 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.

What rights do you have?

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

- The right to be informed about what data we are collecting on you and how we will use it

- 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

Though unlikely to apply to the data we hold and process on you, you also have rights related to portability and automated decision making (including profiling).

All requests related to your rights should be made using the contact details below. We will respond within one month.

You can find out more about your rights on the [Information Commission's Office website](#)

What will we do if anything changes?

If we make changes to our privacy statements or processes we will post the changes here. Where the changes are significant, we may also choose to 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.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

If you require more information please contact us using the information below.

Email address: philip@chimemusic.co.uk

Postal address: 16 Doddington Road
Chatteris
PE16 6UA