

Privacy Policy

Chechelele Choir

What data do we process?

The choir holds and processes the following information on members:

Full name

Email address

Mobile number (or landline number if this is preferred)

Under the GDPR (General Data Protection Regulation) we control and process the personal information we hold about you to run the choir and keep you informed.

How do we collect data?

Information is collected directly from you, the participant, on enquiry and joining the choir. This information is then transferred onto a code encrypted device e.g. laptop/mobile phone for the purpose of communication via email, WhatsApp and text.

How is the data stored?

Data is stored digitally on a password and anti-virus protected desktop and laptop computer and on a password protected mobile phone.

How we use your data

We use your email to communicate details about Chechelele – rehearsals, gigs, changes to arrangements etc. We will occasionally contact users by mobile/text/WhatsApp if necessary, or if you indicate this is your preferred method of communication.

We may send occasional emails to inform you of any additional classes or workshops that are running that may be of interest to you, or to remind you of up-and-coming classes/activities. We may occasionally ask for feedback about the choir using a site such as Survey Monkey or Doodle Poll. You can opt out of additional email or mobile contact at any time.

All communication is direct from a member/members of the Chechelele Steering Group. All emails will be blind copied (BCC) for data security and privacy.

We also have an optional WhatsApp group which you can join if you wish.

Sharing your information

Contact details will not be shared with third parties unless required for a specific choir purpose – eg. information on participants to Durham Fringe Festival. Choir members will be informed of any external sharing of data and will have the option to opt out.

Data retention period

From the time you stop attending Chechelele, we will hold your data for no more than **one year** from the date of leaving after which time it will be deleted from our records and any paper copies destroyed (shredded). If you choose to opt out from our correspondence before then, all data will be deleted, and hard copies destroyed asap.

Payment

Membership of Chechelele is via a monthly subscription by direct debit. Chechelele do not retain any bank details of members.

Photograph & Video Consent

Photographs and videos connected with Chechelele will be taken from time to time. The images may be used in printed and online publicity to help achieve the aims of the choir. All images will be unidentified. Please sign the Google Consent Document to confirm consent/no consent.

Participants have the option to opt out of this at any point by informing us via email, text etc.

If members leave the choir, we will continue to use photos/videos from when they left **only if we have permission.**

If you would like to exercise your data protection rights or if you are unhappy with how we have handled your personal data, please feel free to contact us by using the details below:

- coleaders@chechelele.co.uk