

Wyre Forest Young Voices Privacy Policy

Wyre Forest Young Voices (WFYV) 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) May 2018.

WHAT DATA DO WE COLLECT AND WHAT DO WE USE IT FOR?

Wyre Forest Young Voices collects data from individuals to help us plan, organise and run our day-to-day operations and to keep them informed about Wyre Forest Young Voices activities.

Members

When your child joins Wyre Forest Young Voices as a member, we may need to collect some of the following information from you:

- Member Name, date of birth, home address, school information
- Parent contact information: Email address, phone number
- Information about medical conditions, regular medication, Special Educational Needs and Disabilities (SEND), and food allergies/intolerances

We will use this information to keep our members safe, to organise and run our activities (e.g. co-ordinating events or collecting fees) and to inform you about Wyre Forest Young Voices activities.

When parents complete our “confidential information form”, consent is given for us to store this data and contact you about choir matters, as well as to add parents to our Whatsapp Group.

Consent can be withdrawn at any time by contacting the Kat via info.wfyv@gmail.com.

If another member of Wyre Forest Young Voices asks for your contact details we will only ever share them if you consent.

Freelancers, contractors and volunteers

When you join us as a freelancer, contractor or volunteer we may need to collect similar information as for members so that we can manage your relationship with Wyre Forest Young Voices and the work you do with us. This might include things like arranging work schedules or paying expenses and invoices. We may also need to collect personal or sensitive data (eg relevant medical information, age or gender) for administration or for legal/regulatory reasons; where this is the case, we will explain what this is for at the point of collection.

Mailing list subscribers

We do not currently operate a mailing list.

However, we do sometimes contact people who have shown an interest in our activities, in relation to events and activities we organise. In these circumstances we will use your name and email to send you information about our events and activities, e.g. forthcoming concerts and social events.

We will only send you information that is related to Wyre Forest Young Voices; we will not use your data to send you messages from 3rd parties.

We also contact individuals as part of the process of arranging concerts and other events, eg, venue managers, concert programmers, orchestra and band administrators, musicians and their agents. In these circumstances we will use your contact details to progress the activity in hand. We will only send you information about our events and activities if you have given us permission to do so.

Anything we send you will include a clear option to withdraw your consent (e.g. to ‘unsubscribe’ or ‘opt out’ of future emails) and you can also do so at any time by contacting the Data Protection Officer at administrator@sheffieldphil.org

DO WE SHARE YOUR DATA WITH ANYONE ELSE?

We will never pass your details on to third parties for those third parties to use, eg for their own marketing purposes.

We sometimes use third party services, eg to provide ticketing services (eg. _____). We will always make sure any third parties we use are reputable, secure, and process your data in accordance with your rights under GDPR. We will never allow them to use your data for their own purposes.

HOW CAN YOU UPDATE YOUR DATA?

You can contact us at any time at info.wfyv@gmail.com to update or correct the data we hold.

HOW LONG WILL WE HOLD YOUR DATA?

Our policy is to review all information held on individuals at least every year and remove it 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, 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 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
- 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 to Kat at inf.wfyv@gmail.com . 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, we will ask for your consent to continue processing your data after these changes are made.