

PRIVACY NOTICE – CÔR CAERDYDD

This privacy notice explains the way in which Côr Caerdydd will handle ('process') your personal information. The requirements of the privacy notice are set out in the General Data Protection Regulation and the Data Protection Act 2018.

Collecting and using your information [Art 13(1)(c), (d); Art 13(2)(e)]

When you become a member of Côr Caerdydd, we will collect the following information needed to process your membership application:

- your name;
- your address, telephone number, email address;
- your signature;
- your bank details if wishing to pay membership fees by standing order.

If you do not provide this information, we will not be able to process your membership application.

We will also use your information for the administration of your ongoing membership of Côr Caerdydd, including the delivery of information about Côr Caerdydd's activities throughout the year, and in the following ways:

- the administration of the members' areas of the Côr Caerdydd website;
- event attendance lists and email distributions in connection to events;
- any Côr Caerdydd publications to which you contribute or your attendance at any Côr Caerdydd event including those organised by third parties – e.g. names or photographs for an event's published programme or for the performance venue's security requirements
- any actions undertaken on your behalf at your request – for example, travel and accommodation bookings. This will include provision of passport information.

It may sometimes be necessary to request further information from you (for example, dietary/access requirements) in relation to organised events.

We will also use your information to provide you with details of not only Côr Caerdydd events, but also of events co-ordinated by other music or cultural organisations of interest. However, we will not provide your information to those third parties save as set out in this notice, or with your express agreement. Whilst we may take videos or photographs at events, or they may be recorded or filmed for broadcast by event organisers, we will always let you know before we/they do so.

The use of your information is necessary for the following purposes:

- the legitimate interest in the administration of Côr Caerdydd membership, which does not override an individual's interests or rights and freedoms;
- to deliver the services offered by Côr Caerdydd, in exchange for the membership fee.

Sharing your information [Art 13(1)(e)]

We will provide your name and email address to other Côr Caerdydd members to encourage sharing of information, or to facilitate communication about, and for, the delivery of the above services.

Where Côr Caerdydd undertakes an action on your behalf (for example, travel or accommodation bookings), we will share your information as required to complete that action (for example, with the hotel or travel company).

Your membership information will also be available to Côr Caerdydd Committee members, for the purposes of administrative, legal, accounting, IT support or specified projects /events – e.g. the Treasurer and for annual accounting purposes.

Retaining your information [Art13(2)(a)]

For individual members, we will retain your membership information for the duration of your membership of Côr Caerdydd, and for a period of three years following your membership ending, unless you specify otherwise. This will allow us to reactivate memberships which have inadvertently lapsed.

We will retain all publications and papers relating to the delivery of Côr Caerdydd services indefinitely.

Transferring your information abroad [Art. 13(1)(f)]

Côr Caerdydd will upload material containing personal information (for example photographs of performances / video and CD /sound recording links of performances) to our website, which is hosted within the UK. It will be for visitors to the website to decide whether to download and transfer material from the website. As such, Côr Caerdydd will not be transferring personal information outside the UK's jurisdiction.

Your rights [Art 13(2)(b)]

For any processing necessary for the legitimate interest in the administration of Côr Caerdydd membership, the following rights are available to you (subject to exemptions):

- the right of access to your personal data;
- the right to rectification of incorrect personal data;
- the right to erasure of personal data;
- the right to restrict processing undertaken;
- the right to object to the processing of personal data; and,
- the right not to be subject to automated decision making

All above rights are available to you where the processing is necessary for the performance of a contract between you and Côr Caerdydd, with the exception of the following rights:

- the right to object to the processing of personal data; and,

- the right not to be subject to automated decision making

Who to contact if you are dissatisfied [Art 13(1)(a),(b),13(2)(d)]

Côr Caerdydd is the data controller for the purposes of the General Data Protection Regulation and the Data Protection Act 2018, including in respect of processing by any appointed data processors.

If you have any queries regarding the processing of personal data by Côr Caerdydd, or if you wish to exercise any rights set out above, you should contact the Musical Director on the following details:

Musical Director: Gwawr Owen Roberts
Email/tel.: gwawr@corcaerdydd.com / 029 20691924

If you remain dissatisfied, you can complaint to the Information Commissioner's Office (Wales):

Postal address: 2nd Floor, Churchill House, Churchill Way, Cardiff CF10 2NH
Website/tel/Email: www.ico.org.uk / 029 20678400 / wales@ico.org.uk

[Withdrawal of consent [Art 13(2)(c)] – N/A]

[Automated processing information [Art 13(2)(f)] – N/A]