

Annex B- COS Privacy Policy



Charity no. 1198865

Processing Committee Data

For the Society to function we need members to hold positions on the Executive committee and other sub committees, such as the CO2 committee and the Marketing & Events committee.

The Society holds the following personal information about committee members:

- Names
- Contact details
- Digital images
- Position/Role Held
- Dates they have held the positions/roles from/to
- Any Conflicts of Interest declared

We sometimes need to share some of this information with:

- Other committee members
- Colchester Operatic Society members
- Other organisations and individuals (as deemed appropriate/necessary)
- Charity Commission

The primary Data processor and controller is each committee Secretary/Assistant Secretary, who creates a contact list for all other committee members, in order to enable effective communication between all committee members, so the committee can function effectively. They store a conflicts of interest register, either on a password protected online storage drive (eg. Google drive or onedrive) or on a personal device used for Society business.

The secondary Data processor and controller is our Chair, CO2 Chair, Business Manager and Webmaster. Our Webmaster publishes committee lists, using names, role and only public/official contact details where appropriate/applicable, on our website. This is so all our members and outside organisations wishing to work with us, know who is currently serving on our committees and how to contact them with any queries relevant to their position/role. Our Business Manager, Chair and CO2 Chair have access to the conflicts of interest register and support maintaining the records.

Digital images of our committee members are used to aid identification of committee members for our membership only and are shared in members' newsletters and on our website (Who's who/committee page). These photos are provided by the individual committee member themselves with informed consent. Committee

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members can opt out of sharing photos and can withdraw consent for their photo use at any time by contacting the assistant secretary (newsletter) or webmaster (website).

Current committee lists, containing names and roles only, are published in each of our production programmes, and once published become public record (for more information see the privacy notice in Annex D- publishing programmes). A photo of our Chair and/or CO2 Chair (as appropriate to the production) is also included in the programme. These are taken by a professional photographer, and as such remain their property, but are shared with us digitally, before publishing in the programme.

Only official Society email contact details are shared on our website. Contact details of individual committee members are only shared with outside organisations and/or individuals with that individual committee member's consent and for legitimate committee business on behalf of the Society. If organisations and/or individuals wish to contact individual committee members for any other reason, we can pass their contact details on to that committee member so they can choose to make contact with them or not, as they so wish.

The information we use will be retained for the above purposes until the committee member ceases to serve on any of our committees, with the exception of information published in any production programmes, which become public record, and the conflicts of interests register, which we will hold for 3 years after a committee member ceases to serve on any of our committees.

No personal information is routinely available outside of the UK or the EEA. However, where information is used in publications or on our website we cannot restrict the access to the UK. Online storage drives, such as google drive may maintain servers worldwide.

For information about your rights in relation to this use of your personal information please see our General privacy Notice - section 5 of our privacy policy.