

Knot Another Choir CIO

Privacy and cookie policy

This policy sets out how Knot Another Choir CIO (KACC) collects, uses and protects any information that you give to KACC. KACC is committed to ensuring that your privacy is protected. Should KACC ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement. KACC may change this policy from time to time.

What data is collected

KACC may collect the following information: -

- Name
- Address
- Phone Number
- Email Address
- Any other information relating to the choir's activities
- Digital information such as photographic and video recordings of events

What is the data used for

KACC use the data for the following reasons: -

- Managing membership
- Managing mailing and contact lists
- Collating information about possible concert venues
- Contacting potential new members of the choir
- Sending members bulletins using the email address provided. You may opt out of receiving these emails by contacting any of the trustees and asking them to unsubscribe you

How Do We Process Your Personal Data?

We will comply with our legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes:

- to administer your membership and collect dues, subs, and payments;
- to enable us to maintain an up-to-date list of all members and their contact details;
- to enable us to arrange concerts and events;
- to maintain our own accounts and records;
- to process a donation that you have made (including Gift Aid information);
- to seek your views or comments;
- to update our members who's who database
- to notify you of changes to our practices, events and minutes of Committee meetings;
- to send you communications about or connected with the Choir which you have requested and/or that may be of interest to you;
- to prepare and circulate newsletters, emails, or to otherwise disseminate information as appropriate.

What is the Legal Basis for Processing Your Personal Data?

Most of our data is processed because it is necessary for our legitimate interests.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

Security

KACC are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, KACC have in place suitable, physical, electronic and managerial procedures to safeguard and secure the information collected.

Sharing Your Personal Data

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- other choirs
- other members of the KnAC
- our agents, servants and contractors. For example, we may need to provide names to Hotels or other organisations supporting Choir activities.

Web Site and cookies

When using the KACC website, our ISP may collect and store information about you, such as your IP address, which internet browser you're using, geographical location and how you use the KACC website. This information is not linked to any personal details and cannot identify you. The KACC website does this using cookies, which remember your preferences and help KACC to personalize the website for you and the browser that you're using. If you would prefer not to accept cookies, you may wish to change the settings in your internet browser so that they are refused. This should not affect your experience of using the website.

The website may contain links to other websites. Please note that these websites will have their own privacy policies and you should review these before supplying any data.

Your Rights and Your Personal Data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, and in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- The right to access information we hold on you

At any point you can contact us to request the information we hold on you, ask why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within 1 (one) month.

- The right to correct and update the information we hold on you

If the data we hold on you is out of date, incomplete, or incorrect, you can inform us and your data will be updated.

- The right to have your information erased

If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.

When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).

- The right to object to processing of your data

You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.

- The right to withdraw your consent to the processing at any time of data to which consent was sought. You can withdraw your consent easily by telephone, email, or by post.
- The right to object to the processing of personal data where applicable
- The right to lodge a complaint with the Information Commissioner's Office

Transfer of Data Abroad

Our website is also accessible from overseas so on occasion some personal data may be accessible from overseas.

Further Processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Any Questions?

Please contact a member of the Choir's Committee if you have any questions about this Privacy Notice or the information we hold about you, or to exercise all relevant rights, or to present queries or complaints.

REVIEWING

KACC will review this policy at least annually.
The Privacy Policy is available on the KACC website.

Reviewed : 13/07/2023