



## BROMLEY PHILHARMONIC CHOIR

### DATA PRIVACY STATEMENT

#### 1. About this Statement

1.1. This Data Privacy Statement explains when and why Bromley Philharmonic Choir (BPC) (“we”) collects personal information about our Members, Friends and audience, how we use it and how we keep it secure and your rights in relation to it.

1.2. We may collect, use and store your personal data, as described in this Data Privacy Statement and as described when we collect data from you.

1.3. We reserve the right to amend this Data Privacy Statement from time to time without prior notice. Any updates will be published on our website – [www.bromleyphil.org.uk](http://www.bromleyphil.org.uk)

1.4. We will always comply with the General Data Protection Regulations (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

#### 2. Who are we?

2.1. We are Bromley Philharmonic Choir (BPC).

We can be contacted at:

Post: Bromley Philharmonic Choir, 15 Cocksett Avenue, Orpington, BR6 7HE

Email: [postmaster@bromleyphil.org.uk](mailto:postmaster@bromleyphil.org.uk)

Tel: 01689 862941

#### 3. What information we collect and why.

3.1. We collect the name, postal address, telephone number(s) and Email details of Bromley Philharmonic Choir Members.

3.2. We also collect the name and contact details of Bromley Philharmonic Choir Friends.

3.3. We also collect the name, address and email details from all those audience members who purchase tickets for our performance if booked through the Bromley Philharmonic Choir website, Email or telephone. A record is also taken of the particular performances for which tickets are purchased.

<b>Data Information, Reason for Collection and Legal Basis of Processing Type of information</b>	<b>Purposes</b>	<b>Legal basis of processing</b>
Member's name, address, telephone numbers, e-mail address.	Managing the Member's membership	<b>Contract:</b> the processing is necessary to perform BPC's membership contract with the individual.
Friend's name, address, telephone numbers, e-mail address	Managing the Friend's membership	<b>Contract:</b> the processing is necessary to perform BPC's contract with the individual.
Audience name, address, telephone numbers, e-mail address	To inform past audiences of future performances.	<b>Consent:</b> the individual has given clear consent for BPC to process their personal data for the specific purpose of providing information about future BPC performances.

#### 4. How we protect your personal data

4.1. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.2. Please note however that where you are transmitting information to the BPC over the internet this can never be guaranteed to be 100% secure.

4.3. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

#### 5. Who else has access to the information you provide us?

5.1. We will never share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law, or as set out in paragraph 5.2 below.

5.2. We may pass your personal data to BPC Committee Members and Voice Representatives for the purposes of on-going Bromley Philharmonic Choir communications. Note that we disclose only the personal data that is necessary for the Member to contact you for Bromley Philharmonic Choir purposes.

#### 6. How long do we keep your information?

6.1. We will hold Bromley Philharmonic Choir Membership personal data on our systems for as long as you are a member of the Choir. We will also hold it for a period of 3 years after you have ceased to be a member in case you return. However, after you have left we will not use your personal information in any way other than to inform you of concerts and events in which you may be interested.

6.2. We will hold Bromley Philharmonic Choir Friends' personal data on our systems for as long as they are a Friend of BPC, and for a period of 1 year after they have ceased to be a Friend.

6.3. We will hold audience personal data on our systems for a period of 2 years after they attended their last performance.

6.4. We review personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing the personal data and remove it from our databases.

## 7. Your rights

7.1. You have rights under the GDPR:

(a) to access your personal data

(b) to be provided with information about how your personal data is processed

(c) to have your personal data corrected

(d) to have your personal data erased in certain circumstances

(e) to object to or restrict how your personal data is processed.

7.2. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

Telephone : 0303 123 1113

Email : <https://ico.org.uk/concerns/>

Information Commissioner's Office	Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
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For more details, please address any questions, comments and requests regarding our data processing practices to our Data Protection Manager at Bromley Philharmonic Choir -

Dr Adrian Lambourne, 15 Springpark Drive, Beckenham, BR3 6QD

Email: [postmaster@bromleyphil.org.uk](mailto:postmaster@bromleyphil.org.uk) Tel: 02086 580 470

Approved by Bromley Philharmonic Choir Committee on 5<sup>th</sup> April 2018

To be reviewed no later than April 2020