

Horsforth Choral Society Data Protection and Records Policy

This document describes how Horsforth Choral Society (“HCS”) stores and manages Committee records and information it holds about Members, musical staff, and others.

Personal data

HCS holds the following information about Members:

- Names, phone numbers, and email addresses of Members supplied when they join the Society (we also hold postal addresses of Members where they have agreed to supply these).
- A record of Members’ subscription payments and donations, including Gift Aid records.
- A record of musical scores and sheet music currently loaned to Members.

HCS holds the following information about its current musical staff:

- Names, phone numbers, postal addresses, and email addresses.
- Bank details for payment purposes.
- Copies of contracts and annual reviews.
- Records of payments and invoices for work carried out.

HCS holds the following information about non-Members:

- Names, phone numbers, postal addresses, and email addresses of contact staff in Sponsoring businesses.
- Names, postal addresses, phone numbers, and email addresses of the Friends of Horsforth Choral Society.
- Names, phone numbers, and email addresses of individuals on our mailing list.

Members and others can have their contact preferences changed at any time by contacting the Society Secretary or Chair.

Personal contact data is used for the following purposes

- To contact Members on routine matters about rehearsals, concerts etc.
- Where appropriate/relevant to send Members information about concerts, choral training, or similar.
- To contact individual Members about their own membership/subscriptions etc.
- To generate annual Gift Aid returns for HMRC.

Contact from HCS with Members and others is primarily by email. Any Member without email access can request alternative arrangements, which will be accommodated if possible.

HCS does not share any personal data it holds with other organisations. Use of information about Members and others complies with current GDPR legislation. The personal data of non-Members is used only with their consent.

Data relating to HCS's own activities

HCS also keeps records of the following:

- Minutes and agendas of the HCS committee
- Minutes and agendas of the HCS AGM including the Society accounts.
- Financial records including Gift Aid.

Data storage and time limits

Information we hold is securely stored and managed by the Society Secretary, Treasurer and Chair. Other officers (Librarian, Friends/Sponsorship Secretary, Vice-Chair) keep or have access to data appropriate for their roles.

If we have no contact from a member, non-member, or business for **three years** their information is deleted. Records of individuals and businesses include a date of 'last contact'. The Society Secretary will initiate a 'data cleansing' process once a year, during the four weeks prior to the AGM. This will involve checking and deleting all documents and personal data which exceed the three-year time limit specified above.

Gift Aid records and other financial records will be kept for **seven years**.

Committee minutes and papers will be kept for three years. AGM minutes and papers will be kept for seven years.

This Data Protection and Privacy policy is the responsibility of the HCS and Committee and will be reviewed every three years. The HCS Secretary and Chair are responsible for monitoring its implementation with the support of other Society Officers.

Approved by Society Committee March 2024 (next review date March 2027)