

Sheffield Philharmonic Chorus (SPC) is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulations (GDPR) May 2018.

### **WHAT DATA DO WE COLLECT AND WHAT DO WE USE IT FOR?**

Sheffield Philharmonic Chorus collects data from individuals to help us plan, organise and run our day-to-day operations and to keep them informed about Sheffield Philharmonic Chorus activities.

#### **Members**

When you join Sheffield Philharmonic Chorus as a member, or during your membership with us, we may need to collect some of the following information from you:

- Name
- Email address
- Phone number
- Address
- Emergency contact details
- Gift Aid Declarations
- Bank details

We will use this information to manage your membership, to organise and run our activities (e.g. co-ordinating events or collecting fees) and to inform you about Sheffield Philharmonic Chorus activities.

Each communication will include a clear option to withdraw your consent (e.g. to 'unsubscribe' or 'opt out' of future emails) and you can also withdraw consent at any time by contacting the Data Protection Officer at [administrator@sheffieldphil.org](mailto:administrator@sheffieldphil.org)

If another member of Sheffield Philharmonic Chorus asks for your contact details we will only ever share them if you consent.

We also hold information about your auditions, eg, voice colour, date of first audition, audition outcome, re-audition dates etc. This information is used by the Music Director to arrange re-auditions, sessions with our Voice Coach, etc.

#### **Freelancers, contractors and volunteers**

When you join us as a freelancer, contractor or volunteer we may need to collect similar information as for members so that we can manage your relationship with Sheffield Philharmonic Chorus and the work you do with us. This might include things like arranging work schedules or paying expenses and invoices. We may also need to collect personal or sensitive data (eg relevant medical information, age or gender) for administration or for legal/regulatory reasons; where this is the case, we will explain what this is for at the point of collection.

#### **Mailing list subscribers**

We do not currently operate a mailing list.

However, we do sometimes contact people who have shown an interest in our activities, in relation to events and activities we organise. In these circumstances will use your name and email to send you

information about our events and activities, e.g. forthcoming concerts, social events or the Annual General Meeting.

We will only send you information that is related to Sheffield Philharmonic Chorus; we will not use your data to send you messages from 3rd parties.

We also contact individuals as part of the process of arranging concerts and other events, eg, venue managers, concert programmers, orchestra and band administrators, musicians and their agents. In these circumstances we will use your contact details to progress the activity in hand. We will only send you information about our events and activities if you have given us permission to do so.

Anything we send you will include a clear option to withdraw your consent (e.g. to 'unsubscribe' or 'opt out' of future emails) and you can also do so at any time by contacting the Data Protection Officer at [administrator@sheffieldphil.org](mailto:administrator@sheffieldphil.org)

### **Website visitors: for running and improving our website**

We use cookie technology when a person visits our website to collect and analyse anonymised data on how many people have visited, what pages they have looked at and other statistical information. We also use cookies to allow members to log in and find out about rehearsals etc.

You can find out more about cookies at the end of this document.

### **DO WE SHARE YOUR DATA WITH ANYONE ELSE?**

We will never pass your details on to third parties for those third parties to use, eg for their own marketing purposes.

We sometimes use third party services, eg to provide ticketing services (eg. Sheffield International Venues). We will always make sure any third parties we use are reputable, secure, and process your data in accordance with your rights under GDPR. We will never allow them to use your data for their own purposes.

### **DO WE EVER COLLECT MORE SENSITIVE PERSONAL DATA?**

We may sometimes need to collect personal or sensitive data (eg relevant medical or DBS information, age or gender) for administration or for legal/regulatory reasons, for example when taking on volunteers. Where this is the case, we will explain what this is for at the point of collection. We do not knowingly collect or store any personal data about children under the age of 16.

### **HOW CAN YOU UPDATE YOUR DATA?**

You can contact us at any time at [administrator@sheffieldphil.org](mailto:administrator@sheffieldphil.org) to update or correct the data we hold.

### **HOW LONG WILL WE HOLD YOUR DATA?**

Our policy is to review all information held on individuals at least every two years and remove it where we no longer have a legitimate reason to keep it.

Where you have withdrawn your consent for us to use your data for a particular purpose, we may retain some of your data for up to two years in order to preserve a record of your consent having been withdrawn.

## WHAT RIGHTS DO YOU HAVE?

Under the GDPR, you have the following rights over your data and its use:

- The right to be informed about what data we are collecting and how we will use it
- The right of access - you can ask to see the data we hold on you
- The right to rectification - you can ask that we update or correct your data
- The right to object - you can ask that we stop using your data
- The right to erasure - you can ask us to delete the data we hold on you
- The right to restrict processing - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated

Though unlikely to apply to the data we hold and process on you, you also have rights related to portability and automated decision making (including profiling)

All requests related to your rights should be made to the Data Protection Officer at [administrator@sheffieldphil.org](mailto:administrator@sheffieldphil.org). We will respond within one month.

You can find out more about your rights on the Information Commission's Office website

## WHAT WILL WE DO IF ANYTHING CHANGES?

If we make changes to our privacy statements or processes we will post the changes here. Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, we will ask for your consent to continue processing your data after these changes are made.

## USE OF COOKIES

'Cookies' are small text files that are stored by the browser (for example, Internet Explorer, Google Chrome, Safari or Firefox) on your computer or electronic device. They allow websites to 'remember' you for a period of time so that they can store things like user preferences and make the website quicker and easier for you to use.

Without cookies, some things on websites would not be able to work: for example, without cookies it might not be possible to know whether or not you are logged in on a website, which would prevent you from being able to see content restricted to logged-in users.

### How does the Sheffield Philharmonic Chorus website use cookies?

A visit to a page on our website may create the following types of cookie:

- Registration and preferences cookies
- Anonymous analytics cookies

When you become a member of Sheffield Philharmonic Chorus, you are given log-in access to the Members' Area of our website so that you can find out about rehearsals, concerts and auditions, and read back issues of our weekly members update.

In order to provide this benefit we generate cookies that let us know whether you are signed in or not. Our website uses these cookies to work out who has signed in and to give you access to the Members' Area. If you have not selected 'keep me signed in', your cookies get deleted when you either close your browser or shut down your computer.

### **Anonymous analytics cookies**

Every time someone visits our website, software provided by other organisations, such as Google Analytics, generates an 'anonymous analytics cookie'. These cookies can tell us whether or not you have visited the site before and what pages you visit. Your browser will tell us if you have these cookies and, if you don't, we generate new ones. This allows us to track how many individual users we have, and how often they visit the site. We use them to gather statistics, for example, the number of visits to a page, to help us identify if visitors would benefit from more information on a particular area. Please note that the statistics themselves are completely anonymised, eg, number of visits per day.

### **How do I turn cookies off?**

It is usually possible to stop your browser accepting cookies, or to stop it accepting cookies from a particular website. All modern browsers allow you to change your cookie settings. You can usually find these settings in the 'options' or 'preferences' menu of your browser. The following links may be helpful, or use the 'Help' option in your browser for more details.

[Cookie settings in Internet Explorer](#)

[Cookie settings in Firefox](#)

[Cookie settings in Chrome](#)

[Cookie settings in Safari](#)

Please note: switching off cookies may prevent some aspects of our website from working fully (e.g. you may not be able to access our members-only area).

You can find out more about cookies and their use from [www.allaboutcookies.org](http://www.allaboutcookies.org)