

# The Village Singers

## USE OF PERSONAL INFORMATION

We maintain a record of our membership that includes personal information. This document tells you what information is stored, why we need it, and how we use it.

### Current Membership

We store your name, email address and telephone number(s) for the following purposes:

1. We have a *legitimate interest* in contacting you regarding planned rehearsal and performance dates and locations.
2. We have a *legitimate interest* in contacting you regarding the running of the choir, social activities and tours.
3. With your *consent*, we may send details of other performances that may be of interest.
4. With your *consent*, we may pass on your contact details to other groups that are looking for performers for ad hoc events.

We do not pass on any personal information to any other 3rd party companies.

Should you leave the choir, your personal details will be deleted from our records after a period of approximately 12 months, or earlier if you request (see below).

### Choir Trips / Tours

If you take part in a choir tour, you will be asked to provide personal information to meet our contractual obligations with the tour operators acting on our behalf. This may include passport details if the tour is outside the UK. We shall check with the 3<sup>rd</sup> party tour operator that they meet their legal obligations with respect to the General Data Protection Regulation. We delete this information subsequent to the tour (or earlier if you withdraw prior to the tour), and shall also require that the tour operator do so.

### Prospective Members

Occasionally, in order to maintain a balance of voices, there may not be a vacancy for certain vocal parts. In this event, we may record your contact details solely to inform you should a place become available. We do not pass on your personal information to any 3<sup>rd</sup> party. You can change your mind at any time and ask us to remove your contact details from our records by emailing us (see below for details), and we shall do so within 5 working days.

### Hiring The Choir

We store your contact details with the sole purpose of contacting you to discuss the arrangements for your event. Your details are deleted within 12 months after the event unless you ask us to delete them earlier by emailing us (see below for details), and we shall do so within 5 working days. We do not pass on your personal information to any 3<sup>rd</sup> party.

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For further information regarding our use of your personal data, or if you feel that there is a correction required to the data we hold, or if you would like us to remove your contact details from our database please email us via [contact@villagesingers.co.uk](mailto:contact@villagesingers.co.uk).