



1.1 Who we are

Lancaster Millennium Choir is an unincorporated association of members who come together once a week, and on other ad hoc occasions, to sing. Membership is determined by the paying of a subscription fee on an annual basis.

The location for regular meeting is The Gregson Centre, Moor Lane, Lancaster LA1 3PY.

1.2 Statement of intent

The purpose of this policy is to be transparent about how Lancaster Millennium Choir will collect, use and protect the personal information you provide to us, whether online, via phone, email, in letters or in any other correspondence or from third parties.

Personal data is information that relates to identifiable living individuals. Lancaster Millennium Choir will act in accordance with current legislation and meet current best practice with regard to the processing of personal data. We are committed to safeguarding your personal information.

If you have any queries about this privacy policy, please contact us via email on lancsmillchoir@hotmail.co.uk.

2 Collection of personal data

We will only contact you personally regarding Lancaster Millennium Choir activities if you have expressly requested to do so. By providing your contact details you agree to its use and storage in accordance with the provisions of this Privacy Policy. For example, this might occur when you sign up at one of our events, join our mailing list via our website or join us as a member. When you do so, we'll ask for personal information, like your name and email.

Data protection law recognises that certain categories of personal information are more sensitive. This is known as sensitive personal data and covers health information, race, religious beliefs and political opinions. We do not usually collect sensitive personal data and in such an event clear notices will be provided so that it is clear what information we need and why we need it, such as participation in an event or where we need this information to ensure that we provide appropriate facilities or support to enable you to participate in an event.

3.1 How we use your personal data

Lancaster Millennium Choir shall only use your data for the purposes for which it is provided or where there is a lawful basis. For example by signing up to our supporters' mailing list, we shall only contact you about Lancaster Millennium Choir activities and events.

When we collect and use your personal information, we will make sure this is only done in accordance with at least one of the legal grounds available to us under Data Protection law.

Personal data held by Lancaster Millennium Choir is contact information regarding our supporters and members.

Supporters' contact details are provided to Lancaster Millennium Choir by signing up to our mailing list. We will contact you about upcoming events and activities.

Members' contact details are provided to Lancaster Millennium Choir when first joining the choir upon payment of your first subscription fee. We will contact you about activity directly related to the choir's activities; events that may help you develop your singing; and activity related to the choir's chosen charity, which is currently Money for Madagascar.

Where we process sensitive personal data (as referred to in clause 2 above), we will make sure that we only do so in accordance with one of the additional lawful grounds for processing such as where we have your explicit consent or you have made that information manifestly public. When we do this, we will tell you what sensitive personal data we are collecting and why.

Your personal data will only be used by Lancaster Millennium Choir and we shall never pass your details onto a third party agency.

3.2 Marketing materials (supporters' email list)

If you actively provide your consent to us - by subscribing to Lancaster Millennium Choir supporter emails and providing your email address - we may contact you for marketing purposes by email. You grant us the right to use the email for the purposes specified when you opt in. The option to opt out will be clearly displayed on all correspondence if you change your mind at a later date.

You may opt out of our email marketing communications at any time by clicking the 'unsubscribe' link at the end of our marketing emails or by contacting us as detailed in section 4 below.

3.3 Third parties

We will only use your information within Lancaster Millennium Choir for the purposes for which it was obtained. Lancaster Millennium Choir will not, under any circumstances, share or sell your personal data with any third party for marketing purposes and you will not receive offers from other companies or organisations as a result of giving your details to us.

As mentioned in clause 3.1 above, we may send members information regarding events that may help you develop your singing; and activity related to the choir's chosen charity, which is currently Money for Madagascar. This information will always come directly from Lancaster Millennium Choir. We will not pass your personal data on to these organisations.

4 Storage and correction of personal data

We will hold your personal information on our systems for as long as is necessary for the relevant activity. Personal data of supporters is stored in a secure online system. Personal data of members is stored in a secure online system and on a personal computer of the current Membership Secretary. Access is only given to those who need it to fulfil their official role within Lancaster Millennium Choir.

If you request that we stop sending you marketing materials we will keep a record of your contact details and appropriate information to enable us to comply with your request not to be contacted by us.

The accuracy of your information is really important to us. We want to ensure that we are able to communicate with you in ways that you are happy with, and to provide you with information that is of interest. If you wish to change how we communicate with you, or update the information we hold, then please contact us:

- (i) by email to lancsmillchoir@hotmail.co.uk
- (ii) by post c/o The Gregson Centre, Moor Lane, Lancaster LA1 3PY

Under current data protection law you have the right to request a copy of the personal information we hold about you and to have any inaccuracies corrected. We require you to prove your identity with two pieces of approved identification.

5 Links to other websites

Our website and email communications may, from time to time, contain links to and from the websites of other persons or organisations. If you follow a link to any of these websites, please note that they have their own privacy policies and that we do not accept any responsibility or liability for them. Please check those policies before you submit any personal data to those websites.

6 Changes to this policy

We may make changes to this Privacy Policy by posting the new version on our website.

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