



Kent Police Male Voice Choir

DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Kent Police Male Voice Choir (KPMVC) is the data controller (contact details overleaf). This means it decides how your personal data is processed and for what purposes. Typical uses of your personal data are shown in 3 below

3. How do we process your personal data?

The KPMVC complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

For example, we may use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public (e.g. a concert) in a particular geographical area as specified in our constitution;
- To administer membership records; and enable Gift Aid information to be returned to HMRC;
- To maintain our own accounts and records (including the processing of Gift Aid applications and, occasionally, for pastoral reasons e.g. if a choir member is hospitalised and it is felt appropriate for a KPMVC committee member to pass on a progress report to the rest of the choir by e-mail);
- To inform you of news, events, activities and services relating to the KPMVC.
- To share your contact details with the security office of Kent Police so as to ensure a high level of security within the environment of KPHQ.

4. What is the legal basis for processing your personal data?

Explicit consent will be obtained from you through a signed Consent Form so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about choir activities.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with a third party (e.g. Kent Police) in order to carry out a service or for purposes connected with the choir. We will only share your data with third parties with your consent.

6. How long do we keep your personal data?

As long as you remain an active member or supporter of the KPMVC. With your consent we will also keep your name on file after you leave the choir in case you wish to be kept informed of our activities. Data held by Kent Police for the provision and supply of security passes will be retained by them for a period of six years.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the KPMVC holds about you;
- The right to request that the KPMVC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the KPMVC to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data.
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please contact Geoff Fisher, KPMVC Data Protection representative at geoff.fisher@yahoo.co.uk.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.