



LEMON TUESDAY

FEMALE VOICES IN HARMONY

Lemon Tuesday Data Privacy Policy

Lemon Tuesday are aware of the EU General Data Protection Regulation (GDPR) regarding private data and this privacy notice explains how we process personal data in a concise, transparent and easily accessible way.

This privacy notice sets out who we are, the information we collect about you, the purpose and legal basis for processing your personal information, the kind of information we obtain, where we keep this information, how long we keep the information and your rights to access this personal information.

Lemon Tuesday (the data controller and data processor) are committed to protecting the rights of individuals in line with the GDPR. The choir committee have the responsibility for managing Data Protection and can be contacted at :

Email: enquiries@lemontuesday.com

GDPR Data Protection Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
3. Relevant to the purposes we have told you about and limited only to those purposes
4. Accurate and kept up to date
5. Kept only as long as necessary for the purposes we have told you about
6. Kept securely

What information do we collect about you and how?

In the running of our choir we are likely to collect personal information by email, in person, by telephone and online forms.

This information will be collected from our members and anyone wishing to join our waiting list. Our ticket agency will also collect consented data on our behalf.



LEMON TUESDAY

FEMALE VOICES IN HARMONY

The data we collect may include: name, address, telephone numbers, email address and photographs.

Our lawful grounds for collecting members' data is to honour our obligation to provide a service and membership benefits as defined in our constitution. We also collect communication data via our website, through email, social media or other communications which we have a legitimate interest in processing in order to be able to reply to your enquiries.

We do not process Sensitive Data.

It is very important to us that the information we hold about members is accurate and up to date. Please inform us of any change to your personal details by updating your personal record on the Lemon Tuesday website.

How will your information be used?

Lemon Tuesday will process your personal information in the following ways

- Administering finance (membership fees)
- Providing members with information (eg. rehearsals, concerts etc)
- Enabling a membership database on the website for choir members to use for familiarisation and communication with each other
- Administering the waiting list for new members (accessible to committee members only)
- Issuing tickets
- Photographs of members will be used for the purpose of the website, the Lemon Tuesday Facebook page and publicity material, with consent

Who receives your information?

The recipients of your data will be limited to the Lemon Tuesday committee, our GDPR compliant ticketing agency, and third-party hosting and membership management platforms. Data related to choir members is also available to other choir members on the member management website.

Lemon Tuesday only allow its service providers to handle your personal data when we have confirmed that they apply appropriate data protection and security controls, for example, our membership management platform, Wild Apricot, are a Canadian provider whose GDPR compliance is detailed within their privacy policy, which can be accessed here: <https://www.wildapricot.com/privacypolicy>



LEMON TUESDAY

FEMALE VOICES IN HARMONY

How is the data stored and for how long?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

Data will be held on our membership management platform, Wild Apricot and nowhere else. These will be secured and limited to a secure server and secure storage.

After a member leaves the choir, personal contact information will be retained in order to contact the person regarding social activities and concerts. You have the right to request the removal of this data at any time. Personal Information pertaining to financial records will be stored for 7 years after the end of the financial year within which it was received. Personal information pertaining to the waiting list will be held for as long as you wish to remain on our waiting list.

Exceptions to this will be photographs or information displayed on our website or printed media of previous performances for archive purposes. All archived hard copy will be kept securely by a committee member. You will have the right to have these removed at any time.

What are your rights?

You have the right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to withdraw it at any time.

Requests or objections should be made in writing to the Lemon Tuesday Committee.

If you are unhappy with the way in which your personal data has been processed, you may, in the first instance contact the Lemon Tuesday Committee using the details below.

Email: enquiries@lemontuesday.com

If you remain dissatisfied, you have the right to apply directly to the Information Commissioner for a decision. They can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.org.uk

Revisions to this Policy



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FEMALE VOICES IN HARMONY

Lemon Tuesday reserve the right to revise, amend or modify this Privacy Policy at any time, however if we materially change how we plan to use previously collected personal information, we will provide you with advance notice prior to the change becoming effecting and an opportunity to opt-out of such differing uses.