



All Saints (Elton) Amateur Operatic Society

Address: All Saints House, Orrell St, Bury, BL8 1PB

Email: secretary@allsaintselton.co.uk

chairman@allsaintselton.co.uk

Website: www.allsaintselton.co.uk

Phone: 07932 733990 / 07971 291679

Privacy Notice Policy

Data controller: All Saints (Elton) Amateur Operatic Society

Data protection officers:

Carol Parry, Chairman, chairman@allsaintselton.co.uk

Laura Thompson, Secretary, secretary@allsaintselton.co.uk

The organisation collects and processes personal data relating to its members to manage the member relationship. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects and processes a range of information about you.

This includes:

- your name, address and contact details, including email address and telephone number,
- date of birth (if a member and are aged under 16), membership type and if are a UK tax payer
- payment method information.

The organisation may collect this information in a variety of ways. For example, data might be collected through member application forms, online application forms or expression of interest forms. The organisation seeks information from third parties with your consent only. Data will be stored on a member list (spreadsheet) which is not stored locally on personal machines, but is stored in an encrypted onedrive along with electronic application forms.

Who has access to data?

Your information may be shared internally, including with society officials and committee members.

How does the organisation protect data?

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by society officials in the performance of their duties. Data is only held centrally and will not be shared via email.



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For how long does the organisation keep data?

The organisation will hold your personal data for the duration of the member relationship. The periods for which your data is held after the end of member relationship is determined by when gift aid submission is made, however will be no longer than three years.

Your rights

As a data subject, you have a number of rights.

You can:

- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Data Protection Officer via the above contact, or alternatively via one of our contact forms available at www.allsaintselton.co.uk

Ratified by All Saints (Elton) Amateur Operatic Society Committee 16th August 2021