

Melton Mowbray Choral Society

Privacy Policy – May 2018.

Melton Mowbray Choral Society (MMCS) is a friendly amateur society which performs choral works in the Melton Mowbray area.

This privacy policy explains how MMCS collects, stores and uses data about two categories of people:

a) Members

These people pay a subscription to be part of the choir and take part in rehearsals and concerts.

b) Other interested parties on general mailing list

These people have expressed an interest in the activities of the choir. They may be former members, other singers, local residents, or other people.

a) MEMBERS

- What information is being collected?
 - MMCS collects the following information:
 - Name
 - Postal address
 - Telephone Number
 - Email address
 - Voice part (Bass, Tenor, Alto or Soprano)
 - (During some concerts and rehearsals) photographs and videos
- Who is collecting it?
 - Data is held by the membership secretary and secretary of MMCS
- How is it collected?
 - Data is provided when joining the choir, either via email or on paper.
 - Email addresses are held on MMCS's mail account with Yahoo.co.uk.
 - Paper records of all data is held by the membership secretary.
- Why is it being collected?
 - To maintain a record of MMCS membership
- How will it be used?

- To maintain contact with members and keep them informed of MMCS activities, including rehearsal and concert schedules and other information
- Names and voice parts are shown on our website (www.meltonmowbraychoralsociety.co.uk)
- Photographs and videos of performances are shown on our website and Facebook page
- Who will it be shared with?
 - The list of email addresses is used by MMCS committee for communication with members. This is done normally by email only using the bcc line.
 - Members' data is not shared outside MMCS without additional specific agreement from the member.

b) OTHER INTERESTED PARTIES

- What information is being collected?
 - MMCS collects the following information:
 - Name
 - Postal address (if provided)
 - Telephone Number (if provided)
 - Email address
- Who is collecting it?
 - Data is held by the secretary of MMCS
- How is it collected?
 - Data is provided when the person makes contact with MMCS
 - Email addresses are held on MMCS's mail account with Yahoo.co.uk.
- Why is it being collected?
 - To maintain communication with interested parties
- How will it be used?
 - To keep interested parties informed of MMCS activities, including concert schedules
- Who will it be shared with?
 - The list of email addresses is used by MMCS committee for communication with interested parties. This is done by email only using the bcc line.

- Interested parties' data is not shared outside MMCS without additional specific agreement from the individual.