

## **Kathryn Rowland T/A Sing! Choirs**

### **Data Protection Policy**

**2023**

Kathryn Rowland trading as Sing! Choirs – Kathryn Rowland is a Sole Trader and is the “Controller” of the personal data that you provide to Sing! Choirs.

#### **What We Need:**

Sing! Choirs needs your name, email address and phone number. We also ask for a home address on your registration form but that is not vital.

For attendance on events such as Tours, more detailed information is asked for, such as medical details and emergency contact details.

#### **Why Do We Need It:**

Sing! Choirs needs your information so that we can provide the services that you have engaged with us to provide, and to assert our right to be recompensed in return for these services as per the agreement we have with you. We will not collect any personal data from you that we do not need to provide these services.

#### **What We Do With It:**

All the personal data we hold about you will be processed by Kathryn Rowland.

No other third parties will have access to your personal data unless there is a legal reason and obligation for us to provide it or we have sought your consent first.

We will take all reasonable steps to ensure that your personal data is processed securely.

#### **How Long Will We Keep It:**

We will hold your personal data for the length of time that you are a member of Sing! Choirs.

If you leave Sing! Choirs we will ask for further consent to keep in touch with you and will then keep this data until you notify us that you no longer wish for your contact details to be held.

Any data from Tours or similar events, will be destroyed at the end of the event.

For attendees to one-off events such as Sing!-A-Show we will keep your details to contact you about future events and other Sing! Choirs News, until you notify us that you no longer wish to receive the information.

#### **What Else We Would Like To Do With It:**

We would like to send you information about our services by email. This will include concerts and event information.

**Photographs and Videos:**

Sing! Choirs will use photographs and videos of events, rehearsals, and concerts for promotional activity such as fliers and print, plus Social Media, website, and any other publicity purposes. Names will never be indicated, unless prior permission is sought, other than a link with Sing! Choirs. Publicity may get spread both locally, nationally and in some instances internationally, particularly relating to our tour activity. The photographs and videos do not have a time life so will remain securely stored and may be used in years to come if an appropriate image/video is needed. Sensitivity will be used when necessary.

**Consent:**

If a form is requested from you, please email back the form and/or print it out or take a hard copy from a Sing! Choirs session.