

## **Carillon Chamber Choir - Privacy Policy**

This document explains how we store and use personal information about our members, associated musicians, Friends and other supporters. It also tells you about your rights to inspect the information we hold about you, and to request that this information be deleted.

### **The information we collect**

We only collect and store basic personal data (name, email address, and sometimes telephone number and home address) that you have given to us to allow us to contact you. Paper records are stored securely, and electronic information is kept in password-protected computer files.

### **How we use your personal information**

If you are a member of Carillon or an associated musician, we use your personal data to contact you about choir activities, and sometimes to send you other information that we think might be of interest to you. In the course of these communications, we may on occasions pass your personal data to other members of the choir. If you are a Friend or supporter, we may send you publicity and other information about concerts and other activities undertaken by the choir. We will never share your personal data with a third party without your express permission.

### **How long we keep your personal information**

If you are a member of Carillon, we will delete your personal data 2 years after your last contact with the choir, or sooner if you ask us to remove it. If you are a Friend or supporter, we will keep your data until you notify us (by email to [carillonsec@gmail.com](mailto:carillonsec@gmail.com)) that you no longer wish to receive publicity about the choir.

### **Your rights**

You have a right to request a copy of the personal information we hold about you, and to ask us to correct it if it is incorrect. You may restrict how we use your data, and you may at any time ask us to remove all your personal information from our database. You have the right to complain to the Information Commissioner's Office if you think that there is a problem with the way in which we are handling your information.

### **Changes to our Privacy Policy**

We keep our Privacy Policy under regular review, and updates will be posted on our website [www.carillonchamberchoir.org](http://www.carillonchamberchoir.org).

### **How to contact us**

If you have any questions about our Privacy Policy or the information we hold about you, please contact us by email to [carillonsec@gmail.com](mailto:carillonsec@gmail.com).