

# Data Protection Policy

This policy sets out, first, what personal data is held by the Trustees of The Ionian Singers (“we” or “us”), and how and why we hold it; secondly, how we use it; and thirdly, the rights of members and others in relation to that data (together with certain prescribed information).

## The data we hold

We maintain an Ionian Singers database of all active members of the choir in order to contact singers, organise concerts and generally fulfil the objectives set out in our Constitution. This database will normally include name, voice part, email address, postal address, phone number and Gift Aid declarations. We generally maintain details of singers in the database until it becomes clear that they are unlikely to sing with the choir again, usually because they have told us.

In addition we have a mailing list of people who have shown interest in receiving information about concerts and other events. The information we hold includes email addresses and sometimes telephone numbers and is used to send out information about The Ionian Singers activities.

## How we use data

Selected details from the database may be shared with third parties, in particular as follows:

- Names of participants are listed by voice parts for concert programmes.
- Attendance records, both online and as hard copy, are produced for each project and include names, voice parts and rehearsal availability. Data contained in the mailing list is not shared with third parties.
- Gift Aid declarations where the member has chosen to Gift Aid their contribution.

## The rights you have

You have various rights under the GDPR in relation to a data processor (which includes The Ionian Singers). The main ones are:

- To be removed from any database or email list
- To know what information about you we have
- To have any historical information deleted
- To amend or correct your data

If you wish to take further action in relation to any of these rights, which you can do at any time, please email the Secretary. The Ionian Singers is a registered charity (number 285277) with address at 2 Upland Road, London SE22 9EE, [info@ioniansingers.co.uk](mailto:info@ioniansingers.co.uk)