



## Phoenix Chorus - Privacy Policy

Phoenix Chorus is a voluntary organisation and we recognise that we have responsibilities under the General Data Protection Regulation 2018 to protect personal information. This privacy policy explains how Phoenix Chorus collects, uses and stores personal information about our members, visitors and other people who provide their information to us.

### Visitors

Anyone is welcome to attend a Phoenix rehearsal or other event. We do not generally collect any personal information from visitors.

If you are interested in joining Phoenix, we will collect a small amount of information from you on your first visit:

- Name
- Email address or contact phone number
- How you heard about us

This is so we can follow up with you about your visit and let you know about our audition process.

### Members

If you join Phoenix, we need to collect a bit more information about you. The main reason for this is so we can register members with *Sweet Adelines International*, the women's barbershop organisation of which Phoenix is a member. We also use the information for membership administration, to communicate with members and to register members for events in which we participate.

The information we collect from members is:

- Name
- Date of birth
- Email address
- Home and mobile telephone numbers
- Address
- Website user name and password
- Details of one emergency contact (name and telephone number)

A membership contact list is available to all our current members in the password-protected Members section of our website. This may include name, email address, phone number(s) and home address only. The purpose of this is to allow members to communicate with each other for reasons connected with the chorus, such as coordinating travel plans or arranging rehearsals. Members may select what information they add to the website and it's privacy level.

Date of birth is needed to register members with *Sweet Adelines International*. Dates of birth are not shared with other members of Phoenix Chorus.

We hold emergency contact details for a member only if they request us to do so. Access to emergency contact information is strictly limited and the Membership Coordinator and her appointed assistant on the chorus Committee are the only people with access to this information.

### **Past Members**

The email addresses and mobile number (or home address and home 'phone number) of past members are retained with their consent on our Alumnae List for the purpose of informing past members of chorus activities. If a past member no longer wishes to receive information on chorus activities, they can let us know by emailing [pro@phoenixladies.co.uk](mailto:pro@phoenixladies.co.uk)

### **Other Contacts**

If you send us an email, we will keep your email address and any other information you provide, such as your name and phone number, so we can reply to you. We only use this information to respond to your enquiry.

We do not collect personal information about visitors to our website unless you choose to provide it to us. You can browse the website without providing any personal information. If you use our online contact form or enquire about sponsorship we will keep the information you provide so we can respond to your enquiry. We use *Google Analytics* to collect anonymous statistics about the number of visitors and page hits, but this does not identify any individuals.

We do not generally send out any direct marketing about Phoenix Chorus. Most of the information we send out has either been specifically requested by an enquirer or is generic information which is not sent to named individuals. However, if you do not wish us to contact you about Phoenix Chorus you can let us know by emailing [pro@phoenixladies.co.uk](mailto:pro@phoenixladies.co.uk)

### **Storage and Access**

All the information collected by Phoenix Chorus is stored in the UK. Information may be accessed and stored by the members of our Management Team for the purposes described above.

Our website is hosted by Groupanizer Technology Services Inc. who operate the <http://choirgenius.com> website. Their Privacy Policy may be found at

<https://termsfeed.com/privacy-policy/acccf5abd7ad580dcfcbd615a6bfaa2b>

Our appointed website administrators who are the President, Vice President and the web mistress have access to all the information submitted by members of the chorus and visitors to the site. This is used for the purpose of website administration only.

Information about members of Phoenix Chorus is shared with *Sweet Adelines International* and stored by them in the United States. *Sweet Adelines International* has its own privacy policy which can be found here: [www.sweetadelines.com/aboutus/privacypolicies/](http://www.sweetadelines.com/aboutus/privacypolicies/)

We do not share personal information with third parties unless you have agreed to this or we are legally obliged to do so. We may need to share information about our members and other contacts with a third party in the event that Phoenix Chorus winds up, is taken over by or merges with another organisation.

## **Retention**

We keep personal information only for as long as we need it for the purposes described in this policy. We may keep limited membership information for historical purposes but we delete emergency contact information as soon as a member leaves the chorus.

## **Legal Basis for Processing**

Under the Data Protection Act, we must have a legal basis for using personal information. For visitors to the chorus and those who make enquiries, the information we collect will usually have been provided by you on a voluntary basis. We then retain and use it as part of our legitimate interests which are to keep track of the enquiries we receive, to respond to those enquiries and to keep in touch with people who have shown an interest in the chorus.

For members, most of the information is required in order to enter into and fulfil the membership contract between Phoenix Chorus and the member in question. Aside from that, we have a legitimate interest in collecting and using information about our members for membership administration, to communicate with our members, to understand their needs and provide a safe and enjoyable environment for them at chorus rehearsals and events.

## **Your Rights**

Under the General Data Protection Regulation, you have various rights including the right to access the personal information held about you and to correct it if it is inaccurate or incomplete. You may also be able to restrict or object to the processing of your personal information or request that it is deleted. If you wish to exercise any of your rights, please contact us at [pro@phoenixladies.co.uk](mailto:pro@phoenixladies.co.uk)

You can find out more about the General Data Protection Regulation and your rights under it at the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk)

## **Links**

There may be links on the Phoenix Chorus website which take you to other websites including social media platforms such as YouTube, Facebook and Twitter. If you click on any of these links you will be taken to a third party site. The collection and use of personal information by those sites will be governed by their own privacy policies, which you should read carefully, and is outside the control of Phoenix Chorus.

## **About Us**

Phoenix is an unincorporated not-for-profit organisation. If you have any questions about this notice or the way in which we use personal information, please contact us at [pro@phoenixladies.co.uk](mailto:pro@phoenixladies.co.uk)

*Policy last updated: March 2019*