

Policy Statement - Data Handling, Data Protection Act 1998

Information Source: Making Music Guidelines

1. **Data User** – Thornbury Choral Society
Making Music advises that members will be deemed exempt from notifying the Information Commissioner, if the following policy guidelines are adhered to.
2. **Purpose**
 - To establish and maintain a record of membership
 - To establish and maintain a supporters' mailing list
 - To provide or administer activities for members and supporters
3. **Data Held**
 - Name
 - Address
 - Telephone Number
 - Email Address
 - Voice Section (members only)

Data may be held in electronic and manual form
4. **Documentation**
 - By means of the membership registration form, members will be advised of this policy and agree to their data being held in accordance with it
 - When membership lapses, the data will be held for mailing purposes unless the retiring member requests otherwise, in writing
 - Workshop participants (non-members) will be advised in writing that their data will be held for the purpose of the administration of the event and retained for future TCS event publicity purposes, unless s/he requests otherwise, in writing
 - Supporters will be asked to request in writing inclusion on the mailing list
5. **Privacy**
 - The data and associated documentation will be the responsibility of the Secretary who may afford copies of this data to any society member delegated by the Committee to run an event.
 - Members are entitled to inspect the data held on themselves; enquiries should be made in writing to the Secretary
 - Committee members have access to the data held by the Secretary for the better performance of their duties
 - The data will not be made generally available to the membership
 - Other than publishing a list of members' names in newsletters and programmes, the data will not be passed to any person or body outside the Society
 - Ex-Directory telephone numbers will be known only to the Secretary unless permission is otherwise given
 - Email addresses will be deleted from mailing lists at the request of an individual with immediate effect

Agreed by TCS Committee 2 June 2014

Review date: June 2017