

Privacy Policy

Overview

Horsell Sings! is a registered charity governed by the Charity Commission of England and Wales with registration number 1205511. This privacy policy will explain how our organisation uses the personal data we collect from you when you complete your membership registration or access our website.

What data do we collect?

Horsell Sings! collects the following data when you complete your membership registration:

- Personal identification information
- Emergency contact information
- Permissions and Preferences

How do we collect your data?

We only collect and process data from you when you register on-line via our membership registration form or provide a completed membership application form in person or by email. We also use "cookies" – see below – to improve your experience when you access our website.

How will we use your data?

Horsell Sings! collects your data so that we can identify your membership accurately. This enables Horsell Sings! to communicate with you by post, email or optionally WhatsApp on choir-related matters such as fees, dates for rehearsals, concerts and meetings and make available shared resources such as songs, recordings and other material that the trustees wish to share with you as part of your membership package.

What are your data protection rights?

Horsell Sings! would like to make sure you are fully aware of all of your data protection rights. Every member is entitled to the following:



The right to access – you have the right to request Horsell Sings! for copies of your personal data,

The right to rectification – you have the right to request that Horsell Sings! corrects any information that you believe is inaccurate, or completes information that you believe is incomplete.

The right to erasure-you have the right to request that Horsell Sings! erase your personal data under certain conditions,

The right to restrict processing - you have the right to request that Horsell Sings! restrict the processing of your personal data, under certain conditions,

The right to object to processing - you have the right to object to Horsell Sings! processing of your personal data, under certain conditions.

The right to data portability - you have the right to request that Horsell Sings! transfers the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email address trustees@horsellsings.org.uk

What are cookies?

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. When you visit our website https://horsellsings.org.uk we may collect from you information automatically through cookies or similar technology.

For further information, visit <u>https://allaboutcookies.org</u>.

How do we use cookies?

Horsell Sings! uses cookies in a limited way to improve your experience on our website, including keeping you signed in, preserving your search preferences and understanding how you use our website.



What types of cookies do we use?

Functionality – Horsell Sings! user these cookies so that we recognize you on our website and remember your previously selected preferences.

Advertising - We do not use Advertising cookies or share any online data collected through cookies with third parties,

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser.

Privacy Policies of other websites

The Horsell Sings! website contains links to other websites, for example for purchasing concert tickets. Our privacy policy only applies to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our Privacy Policy

Horsell Sings! keeps its privacy policy under regular review and places any updates on this web page. This policy was last updated on 29 Aug 2024.

How to contact us

If you have any questions about Horsell Sings! privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us at <u>trustees@horsellsings.org.uk</u>.

How to contact the appropriate authority

Should you wish to report a complaint if you feel that Horsell Sings! has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office <u>https://ico.org.uk</u>



Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0			Initial draft approved	Annually