

Privacy policy for the Open Community Singing Group

(We / the Group / us)

We aim to hold the minimum information necessary for the effective running of the Group.

No-one's personal information will be shared outside of the Group unless we are required to do so by a competent legal authority.

We may hold the following personal data solely for the contractually necessary and legitimate interests of running the Group:

- i) Your name
- ii) Your attendance and payments made by you to us
- iii) Your email address

Attendance and payment records are kept only in hard copy form and only for two terms - the current term and the previous term.

Your email address (if you provide it to us) is held electronically together with your name in the group gmail account. It is used to respond to your email enquiries and, if you attend the group and provide us your email there, it is used to advise you of the singing group's activities and local singing related activities we think you might be interested in. Email over 2 years old is deleted.

By submitting the above personal data to us you give your consent that it may be processed by us in the above manner and for the above purposes.

You have the right at any time to request access to, amendment of, or erasure of your personal data by contacting: opencommunitysinginggroup@gmail.com