

### 1. Why do we need to collect your Data?

Personal information is any information that can be used to identify you. So, for example, if you donate money, request services or products, we may collect and process the personal information that you've provided. This personal information may include your name, email address, postal address, telephone or mobile number and date of birth. It may also include financial details, UK Tax Payer information (for Gift Aid), credit/debit card information and records of responses to campaigns, as well as how you came to find us or about our services or events.

### 2. Keeping your information up to date

To ensure we always have the most up to date information about how to contact you, we may also from time to time update your records to reflect any changes to your personal information. This information may come directly from you or it may come from a third party that we consider is legitimate and trustworthy and in circumstances where it is appropriate and where you will have had a clear expectation that your details would be passed on for this purpose.

### 3. How do we use your personal information?

There are various ways in which we may use your personal information, all to help us provide the most relevant and personalised service to you:

1. To safeguard all members, volunteers and musical professionals associated with Huddersfield Choral Youth Choir
2. To provide you with up to date information (such as fundraising activities), you've requested or which we feel may be of interest to you.
3. To allow you to participate in interactive features when you visit our website.
4. To analyse and improve the services offered on our website. This means we can provide you with the most user-friendly navigation experience we can, which may involve providing your information to third parties.
5. To process personal information to help us with our work and activities. For the purposes of customer analysis and, where you have consented to us doing so, direct marketing. We may process your information to help us with our activities and to provide you with the most relevant information.

### 4. How long will we keep your personal information?

Personal information will not be retained by Huddersfield Choral Youth Choir for longer than necessary in relation to the purposes for which it was originally collected, or for which it was further processed, subject to certain legal obligations mentioned below:

#### Ways in which data is collected

1. Donations you've made to us.
2. Entering raffles and competitions.
3. Campaigning on behalf of Huddersfield Choral Youth Choir
4. Membership Information.
5. Subscribing to a newsletter.

#### How long we may keep data collected by this method for

1. Up to 7 years since the date of your last donation.
2. Up to 5 years after you last entered a raffle/competition.
3. Up to 5 years from the date you leave Huddersfield Choral Youth Choir
4. Up to 5 years since you last subscribed to a newsletter.

We will not sell or rent your personal information to other organisations for use by them in any way, including in their own direct marketing activities.

### **5. Making our communication relevant to you**

We want to ensure that we provide you with information that is relevant to you. In order to do this, we may need to analyse your information for supporter analysis and data quality purposes. This ensures that we do not hold multiple information on the same person on our database.

### **7. Securing your passwords**

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping the password confidential. You agree not to share that password with anyone else not associated with Huddersfield Choral Youth Choir

### **8. Following links to third party websites**

Our website may include links to other websites, not owned or managed by Huddersfield Choral Youth Choir Whilst we endeavour to link to only reputable websites we cannot be held responsible for the privacy data collected by sites not managed by Huddersfield Choral Youth Choir, not can we accept responsibility or liability for those policies.

### **9. How to opt out of receiving information from Huddersfield Choral Youth Choir**

It's only through your support that Huddersfield Choral Youth Choir can operate. That's why we love to keep you updated with news about our work, how your support can make a difference and the variety of exciting ways in which you can support us in the future. We are legally required to hold some personal information to fulfil statutory obligations, for example the collection of Gift Aid or to support certain financial transactions. We will also hold information about your details so that we can respect your preference for receiving information from us.

However, we will not contact you if you ask us not to. The law allows you to withdraw your consent to any particular usage of your data at any time without needing to specify a reason. You can withdraw your consent by emailing our Choir Secretary [hcsyouthchoirs@gmail.com](mailto:hcsyouthchoirs@gmail.com)

### **10. Your rights**

Upon verification of your identity, you are entitled to request at any time full details regarding the personal information we hold on our database, and how we may have used this for the following purposes:

- Processing your personal information
- How we use your data for automated decision making and profiling
- The purposes of the collection, processing, use and storage of your personal data.
- The source(s) of the personal information, if it was not obtained from you.
- The categories of personal data stored about you.
- The recipients or categories of recipients to whom your personal data has been or may be transmitted, along with the location of those recipients.
- The envisaged period of storage for your personal data or the rationale for determining the storage period.

Upon verification you are also entitled to request that Huddersfield Choral Youth Choir remove your information at any time in accordance with all applicable data protection laws and regulations. Please contact [hcsyouthchoirs@gmail.com](mailto:hcsyouthchoirs@gmail.com). No administration fee is applicable and you do not have to disclose the reason for your request.