

Data Protection Policy 2025

Whilst we hold very little in terms of personal data for members, it is important to us as an organisation that we follow the guidelines below for collection and storage of such data.

1. Member details will be held on our database records in paper and electronic form and are subject to the General Data Protection Regulation 2018. We require members to fill in the information below and sign authorising us to record them. The information may be used to contact the member but will never be passed to a third party or used in any other way which deviates from its intended use by the Stamford Bridge Singers.

2. We seek members' consent to use of their image (photograph or video) in group publicity for the Stamford Bridge Singers on our website and in social media. These will be used purely and expressly for the purposes of publicising the choir and its concerts. Individuals will not be named without specific permission. The social media platforms used are limited to Facebook and Instagram, with the same content being posted on both. Both platforms are monitored by the publicity officer.

Example of Data details & Permission form:

I do/do not agree that my image may be used in group publicity as defined above for the Stamford Bridge Singers. (please delete as appropriate)

Name:	Choir Number:
Email:	
Landline:	Mobile phone:
Address:	

Emergency contact

Name:	Phone:
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I agree that my details can be recorded on the Stamford Bridge Singers database on the conditions above.

Member's signature: (or parent/guardian if under 18)	Date:
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The paper form will be kept on file by the chairperson who will process it onto the choir database. This information will be sent to the secretary who will store it within the choir's documents. No other person will have access to this information. When a member leaves the choir all the information will be deleted after 3 years.

The secretary will have access to emergency contacts' phone numbers at rehearsals and concerts, church services etc. in case of accident, illness, or emergency.

The publicity officer, photographer and website manager will be told if a member does not give permission for website & social media images and will ensure this request is carried out.

Written January 2025

To be reviewed January 2027