

## **DINGWALL GAELIC CHOIR – DATA PRIVACY NOTICE**

Preservation of your privacy is important to Dingwall Gaelic Choir. The choir operates under the General Data Protection Regulation 2018 which regulates the collection of your personal information. Under the terms of the General Data Protection Regulation 2018 Dingwall Gaelic Choir considers that it has a legitimate Interest in collecting personal information on its members. This privacy policy describes how we collect, use and protect your personal information.



### **What is Dingwall Gaelic Choir?**

Dingwall Gaelic Choir is a charity, regulated by the Scottish Charity Regulator, registered charity No. SCO44726. The charity's aims are to promote Gaelic choral music.

### **What information may we hold about you?**

We may hold personal data including names, addresses, telephone numbers, email addresses and, if appropriate, Bank Details or Card Details.

### **Why do we need your personal information?**

The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to run the charity and manage our relationship with you effectively, lawfully and appropriately. This includes using information to enable us to pursue the legitimate interests of Dingwall Gaelic Choir in communication with you and the administration of the charity.

### **What we do with your personal information?**

The choir and its Committee Members process all the personal information we collect for the purposes of the charity. It is held electronically, in password protected computers and/or in confidentially held paper form. We will never pass on your personal data to anyone other than existing Dingwall Gaelic Choir committee members and, if necessary, Dingwall Gaelic Choir's bank.

### **How long do we keep your personal information?**

Dingwall Gaelic Choir has agreed to keep your data until you cancel your membership with us.

### **Security**

We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us. Communications in connection with the charity will, where possible, be sent by e-mail. For ease of use and compatibility, communications will not be sent in an encrypted form. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

### **What are your rights?**

If at any point you wish to access your personal information or believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal information, you can contact us to have the matter investigated. Please contact the Dingwall Gaelic Choir Secretary at the address shown below.

If you are not satisfied with our response or believe we are processing your personal information not in accordance with the law you can complain to the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk).