



# **BIRMINGHAM FESTIVAL CHORAL SOCIETY.**

**Established 1843**

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## COLLECTION AND USE OF YOUR PERSONAL DATA

Legislation regarding protection and use of personal data changed on 25 May 2018. This revised statement is to comply with that change.

We keep information about all our members and regular music staff on file to enable us to communicate with you about BFCS and related matters. Full membership/ music staff records are routinely held only by the Membership Secretary, Secretary, Chair, Vice Chair, Treasurer, Marketing Manager and Music Librarian. Under data protection legislation you have the right to access the personal data we hold about you and correct any inaccuracies. Enquiries should be made in writing to the Data Controller, who is currently the Membership Secretary.

- Your data is held in electronic form on password-protected computers, e-mail accounts and in some cases hard copies held securely in the homes of those holding the information. It is kept up to date and only stored for as long as you are a member/ music staff, except where we need to retain information for legal and tax purposes.
- The only personal information contained in our membership records is your name, address, phone number(s) and e-mail address.
- Additional information e.g. bank or subscription details, are held by the Treasurer and/ or Gift Aid Officer for the purposes explained at the time that information was obtained.
- Additional information may be required for specific purposes (e.g. tours) and this additional information may be held by different people within the choir (e.g. Tour Committee). The exact information required, and by whom, will be explained at the time it is needed.
- We will use personal information to contact you on BFCS-related matters (e.g. rehearsal times, concert briefings and publicity for our concerts). Weekly bulletins and other communications may also contain information about other (mainly choral) events that may be of interest to members/ music staff.
- We will not pass your personal contact details to other members/ music staff without your explicit permission.
- We will not disclose your personal details to anyone outside the Society, other than in specified circumstances (e.g. tours), or where disclosure is required by law, or in an emergency.
- Photos and recordings of concerts and other BFCS events may be used for publicity purposes on the BFCS website, social media and in hard copy publications. We need your explicit consent for us to use identifiable images of you. NB: as all of our performances are now filmed or photographed to a certain degree, in practice participation will be impossible without this consent.
- Informal photos of social occasions (e.g. relaxing on tour) may also be used on our website or in printed material. We need your explicit consent for identifiable images of you in this context to be used.
- In order to ensure that our records are accurate and up to date, members/ music staff should notify the Membership Secretary or Secretary as soon as possible, of any change of name, address, phone number(s) or e-mail address, or (in the case of choir members) if they leave BFCS.

May 2018

Collection and use of personal data statement

I have read and understood this statement and agree to you storing and using my personal information as described.

I agree to you using images of me in BFCS performances for publicity purposes.

YES

NO

(Please indicate clearly which option you are choosing)

I agree to you using images of me in informal BFCS situations for publicity purposes.

YES

NO

(Please indicate clearly which option you are choosing)

Signed:

Date:

Please print your name:

Please hand this declaration to the Membership Secretary or Secretary.