

## **Minehead and District Choral Society - Data Protection Policy Revised 2023**

Members of the Society may supply details of their address, telephone numbers, and eMail address, which are retained by the Society, but only for the purpose of interacting with the members, and for supplying them with information about the Society's activities. This data is administered by the Secretary [or Membership Secretary,] and copies are supplied to Key Officers, i.e. Chairman, Secretary, Treasurer and Librarian, for the purpose stated above. This data may be stored as printed copy and also on computers owned by the officers named above, which are password and Anti-virus protected. To request an opportunity to inspect your data record, contact the Secretary, or Membership Secretary if one is appointed. As members who resign [or do not return] sometimes re-join later, their data will be retained for twelve months, unless they make it clear they wish for it to be deleted sooner. We only record information that you have yourself provided. Personal information will not be sold or passed to a third party. Email communications sent to more than one member will be sent as 'Blind Copy' to maintain anonymity of the multiple recipients. Any member who wishes to opt out of having any or all his or her personal contact information kept on file should contact the [Membership] Secretary in the first place, noting that this could make it harder or even impossible for the Society to pass information to the member.