

## **Privacy Policy – Coastline Harmony**

**Last updated: August 2019**

Coastline Harmony is a voluntary organisation and we recognise that we have responsibilities under the Data Protection Act 2018 to protect personal information.

This privacy policy explains how Coastline Harmony collects, uses and stores personal information about our members, visitors and other people who provide their information to us.

### **Visitors**

Anyone is welcome to attend a rehearsal or other event. We do not generally collect any personal information from visitors.

### **Prospective Members**

If you are interested in joining Coastline Harmony we will collect a small amount of information from you including:

- Email address
- Contact phone number
- How you heard about us

This is so we can follow up with you about your visit and let you know about our joining process.

### **Members**

If you join Coastline Harmony we need to collect a bit more information about you. We use this information for membership administration, to communicate with members and to register members for events in which we participate, such as music festivals.

The information we collect from members is:

- Name
- Date of birth
- Email address
- Home and mobile telephone numbers
- Address
- Details of an emergency contact (name, relationship and telephone number). This is important when the chorus is travelling to events in the UK or overseas. We may also need to use these if a member suffers a medical or other emergency during a rehearsal. Access to emergency contact information is strictly limited. The Membership Secretary, who is a member of

the chorus Board, controls access to this information and will make it available to other members of the Management Team only as required.

We provide a membership contact list to all our current members to allow members to communicate with each other for reasons connected with the chorus, such as coordinating travel plans or arranging rehearsals.

Date of birth is collected so we can celebrate member birthdays, but members can decline to provide this information. .

### **Past members and friends**

We invite past members, friends and supporters to give us permission to use their emails so they can be contacted for special events such as Friends and Family evenings and other public performances.

### **Other Contacts**

If you send us an email, we will keep your email address and any other information you provide, such as your name and phone number, so we can reply to you. We only use this information to respond to your enquiry.

### **Storage and Access**

All the information collected by Coastline Harmony is stored in the UK. Information may be accessed and stored by the members of our Board for the purposes described above.

We do not share personal information with third parties unless you have agreed to this or we are legally obliged to do so. We may need to share information about our members and other contacts with a third party in the event that Coastline Harmony winds up, is taken over by or merges with another organisation.

### **Retention**

We keep personal information only for as long as we need it for the purposes described in this policy. We may keep limited membership information for historical purposes but we delete emergency contact information as soon as a member leaves the chorus.

### **Legal Basis for Processing**

Under the Data Protection Act, we must have a legal basis for using personal information. For visitors to the chorus and those who make enquiries, the information we collect will usually have been provided by you on a voluntary basis. We then retain and use it as part of our legitimate interests which are to keep track of the enquiries we receive, to respond to those enquiries and to keep in touch with people who have shown an interest in Coastline Harmony.

## **Your Rights**

Under the Data Protection Act, you have various rights including the right to access the personal information held about you and to correct it if it is inaccurate or incomplete. You may also be able to restrict or object to the processing of your personal information or request that it is deleted. If you wish to exercise any of your rights, please contact us at [coastlineharmony@outlook.com](mailto:coastlineharmony@outlook.com).

You can find out more about the Data Protection Act 2018 and your rights under it at the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk)

## **Contact information**

At any time, please contact us at [coastlineharmony@outlook.com](mailto:coastlineharmony@outlook.com) for any questions related to this Privacy Policy.

## **Website**

Our website found at <https://coastlineharmony.co.uk> ("website") is governed by this policy.

Our website is hosted by TSO host in its secure UK data centre.

We do not collect personal information about visitors to our website unless you choose to provide it.

If you use our contact form, purchase any merchandise or register for an event, we will keep the information you provide so we can respond to your enquiry.

## **What information we collect on the website and why**

**Information You Voluntarily Submit:** We may collect personal information such as your name or email address if you give it to us voluntarily for example by leaving a comment or submitting a contact form.

**Automatically-Collected Information:** We automatically collect certain information about you and the device with which you access the Website. For example, when you use the website, we will log your IP address, operating system type, browser type, referring website, pages you viewed, and the dates/times when you accessed the website. We may also collect information about actions you take when using the website, such as links clicked.

**Cookies:** We may log information using cookies, which are small data files stored on your browser by the website. We may use both session cookies, which expire when you close your browser, and persistent cookies, which stay on your browser until deleted, to provide you with a more personalised experience on the website.

Users may, at any time, prevent the setting of cookies, by the website, by using a corresponding setting of your internet browser and may thus permanently deny the

setting of cookies. Furthermore, already set cookies may be deleted at any time via an Internet browser or other software programs. This is possible in all popular Internet browsers.

However, if users deactivate the setting of cookies in your Internet browser, not all functions of our website may be entirely usable.

### **How we may use your information**

We may use the information collected on the website in the following ways:

- To operate and maintain the Website;
- To respond to your comments or enquiries;
- To protect, investigate, and deter against unauthorised or illegal activity.

### **Third party use of personal information**

We do not share your information with third parties unless you explicitly authorise us to do so.

Additionally, the website may use third-party service providers to service various aspects of the website. Each third-party service provider's use of your personal information is dictated by their respective privacy policies.

The website currently uses the following third-party service providers:

- Google Analytics – this service tracks website usage and provides information such as referring websites and user actions on the website. Google Analytics may capture your IP address, but no other personal information is captured by Google Analytics.
- Akismet anti-spam filter – this service protects the website from unwanted and sometimes malicious spam attacks

Except when required by law, we will not sell, distribute, or reveal your email addresses or other personal information without your consent.

### **Publicly visible information on the website**

If you leave a comment, certain information may be publicly visible. Your email address will never be available publicly.

**Access** – You may access the personal information we have about you by submitting a request to [coastlineharmony@outlook.com](mailto:coastlineharmony@outlook.com)

**Amend** – You may contact us at [coastlineharmony@outlook.com](mailto:coastlineharmony@outlook.com) to amend or update or erase your personal information.

## **Sensitive personal information on the website**

At no time should you submit sensitive personal information to the website. This includes your social security number, information regarding race or ethnic origin, political opinions, religious beliefs, health information, criminal background, or trade union memberships. If you elect to submit such information to us, it will be subject to this Privacy Policy.

## **Information about children**

The website does not knowingly collect any personally identifiable information from children under the age of 16. If a parent or guardian believes that the website has personally identifiable information of a child under the age of 16 in its database, please contact us immediately at [coastlineharmony@outlook.com](mailto:coastlineharmony@outlook.com) and we will use our best efforts to promptly remove such information from our records.

## **Links**

There may be links on the Coastline Harmony website which take you to other websites including social media platforms such as YouTube, Facebook and Twitter. If you click on any of these links you will be taken to a third party site. The collection and use of personal information by those sites will be governed by their own privacy policies, which you should read carefully, and is outside the control of Coastline Harmony.

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