

GDPR (General Data Protection Regulations)

This document sets out what personal data Vivace will hold while you are a member of Vivace, why and how it will be used. You can request to see, alter or remove any or all of this information at any time. In accordance with Data Protection, Vivace will only keep the minimum of data needed for the shortest time necessary. Your data will not be passed to any third party outside of the Vivace Committee, unless authorised by you – or Vivace is legally required to do so.

Email Address List

- Used to send regular newsletters and to inform of any changes to rehearsal dates or details. The list will be kept on a Mail server (Gmail) which is compliant with GDPR regulations. This list will be reviewed at least annually.
- Emails are sent out “BCC” so the addresses are not disseminated to everyone.
- There is an option to have your details removed from this list.

Names, Addresses and Telephone numbers - Electronic versions

- List held by the Committee to produce Registers. This will be updated each term. Also used to contact you when necessary.
- Your details will also be used by the Treasurer to track subscriptions and Gift Aid claims.
 - A new Financial Spreadsheet will be produced each financial year (Vivace works Sept to Aug) and only kept for 6 years in line with Financial Guidelines for audit purposes, at which stage the sheet will be deleted.
- Both documents will be held by committee members with password protection and regular backup.
- They will be shared electronically among the committee via a Dropbox folder only accessible to Vivace Committee members.

Paper documentation

- Documents will be retained in a locked box under the control of the Treasurer. Contents will be reviewed annually when documents which are no longer required will be destroyed.

Photographs Vivace may publish group photos on its website or otherwise for publicity. If you do not wish to be included, please make this known.

Removing your details When you inform us that you no longer wish to be a member of Vivace your details will be removed from the main listing, registers and email list, unless you wish to remain on that list. However, Vivace is legally obliged to keep a record of Financial transactions and Gift Aid declarations for 6 years after the most recent subscription Vivace claimed Gift Aid on, so Vivace will not be able to remove your name from these areas until the relevant period of time has elapsed.

Consent

- *I consent to my personal data provided on this form being held by Vivace as described above and I understand that I can request to have this updated or removed at any time. I also understand that my details will be held for the minimum length of time for Financial and/or Gift Aid legal requirements*

• **Signature**

Date