

# Pro Nobis Singers Privacy Policy

## Our contact details

Name: Clive Walkley

Address: Greengarth, Oxenholme Lane, Natland, Kendal LA9 7QH

Phone Number: 01539 723482

E-mail: [walkley903@btinternet.com](mailto:walkley903@btinternet.com)

## The type of personal information we collect

We currently collect and process the following information:

- Names, addresses, mobile numbers and email addresses of choir members
- Names, addresses, mobile numbers and email addresses of current and prospective audience members

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To enable choir members to have each others' contact details
- To enable the Choir Director to notify potential audience members of forthcoming concerts

We will not share this information with anyone.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is:

**Your consent.** You are able to remove your consent at any time. You can do this by contacting Clive Walkley (details above).

## How we store your personal information

Your information is securely stored in a folder on Clive Walkley's computer. Access to this computer is password protected.

We keep it for twelve months (in the case of choir members as a fresh contact list will be produced each year) or 24 months (in the case of audience members).

We will then dispose of your information by deleting files and emails.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at 01539 723482 or email [walkley903@btinternet.com](mailto:walkley903@btinternet.com) if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us by contacting Peter Gregson 07484 751160 or email [info@pronobis-singers.com](mailto:info@pronobis-singers.com)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>