

Privacy notice

UK Treble Harmony Brigade (UKTHB)

Version control

Version	Date	What
1.0	21/10/2024	Privacy notice created and agreed by UKTHB 2025 committee

What is this guide for?

Whenever we need to collect any of your data, we will let you at that point *why* we need to do so and *what* it will be used for, but this guide provides a useful overview of all of those situations and provides more detail on how we keep your data secure and up to date, how long we might hold it for, and what your rights are in relation to it.

UKTHB is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulations (GDPR).

Who's responsible for data the group collects?

UKTHB is a Data Controller under the GDPR. UKTHB's Data Protection Officer is Membership Lead who can be contacted at uktreblehb@gmail.com.

What data do we collect and what do we use it for?

UKTHB collects data from individuals to help us plan, organise and run UKTHB activities and events (e.g. information for contacting attendees, booking the hotel) and to promote and market these events (e.g. marketing mailing lists and photography/video capture).

Members: for administering membership

When register with UKTHB for an event, we may need to collect some of the following information on you:

<ul style="list-style-type: none"> • Name • Email address • Phone number • Address • Dietary requirements • Emergency contact details (attendees only) • Medical information (attendees only) 	<ul style="list-style-type: none"> • Gift Aid Declarations • Age group • Bank details (for refunds) • Photos/video footage • Singing experience and reference • Song learning notes
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This data will be used by committee members to manage your participation in UKTHB activities.

If you give us your consent to do so, we may also use your contact details to send you marketing/promotional communications from the group. Any marketing/promotional communication we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also withdraw consent at any point by contacting the Data Protection Officer.

Event registration and participation

For our events, we need to collect data on the person registering (e.g. name, contact information, voice part, experience, dietary requirements) in order to allow you access to the event. We will also use this contact information

to keep in touch with you prior to event (e.g. sending newsletters with event information, collect your emergency contact details for the event itself). This data will only be used for administering your access to the event/s for which you have booked and will *not* be used to send you marketing/promotional messages from the group unless you have also provided your consent to receive these (see below).

Photographs and videos taken at UKTHB events and will be used by the event organisers under legitimate interest. When photos/video footage are to be used under legitimate interest, UKTHB will undertake to:

- Inform members when photos/videos are being taken and facilitate where individuals wish to participate in our activities but want to avoid being in any pictures or videos. Please note however there is a difference between you being the main subject of the photo or you being depicted incidentally and we cannot be held responsible for third party photo/video processing done by other venue guests and UKTHB participants.
- Minimise the risk of someone being identified when used publicly, unless explicit consent has been obtained, e.g. using first names only in captions

Employees and contractors: for administration and legal/regulatory purposes

We may need (for administration or for legal/regulatory reasons) to collect personal or sensitive data on employees or contractors of the group. Where this is the case, we will explain what this is for at the point of collection.

Mailing list subscribers: for marketing and promotion

We offer everybody the opportunity to sign up (consent) to receive marketing and promotional information on the group's activities (e.g. emails about forthcoming events).

When you sign-up to our marketing mailing list we will ask for your name and email and will use this data to send you information about UKTHB activities (e.g. forthcoming events). We will *only* send you information that is related to the group (e.g. we will *not* use your data to send you marketing messages from 3rd parties).

Anything we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also do so at any time by contacting the Data Protection Officer at uktreblehb@gmail.com.

Website visitors: for running and improving our website

We use cookie technology when a person visits our website to collect and analyse *anonymised* data on how many people have visited, what pages they have looked at and other statistical information.

We use a pop-up banner to let users know about this on their first visit, and they can at any time disable cookies in their browser if they do not wish their (anonymised) data to be tracked.

You can find out more about cookies at <http://www.allaboutcookies.org/>

Do we share your data with anyone else?

We will never pass your details on to third parties for marketing purposes.

We will share details with the hotel/venue only for the purpose of securing accommodation and organising meals.

We sometimes use third party services to process your data (e.g. Google Drive, Gaggly Mail). We will always make sure any third parties we use are reputable, secure, and process your data in accordance with your rights under GDPR.

Are there special measures for children's data?

We do not knowingly collect or store any personal data about children under the age of 13.

How can you update your data?

You can contact us at any time at uktreblehb@gmail.com to update or correct the data we hold on you.

How long we will hold your data?

The UKTHB data retention policy is to review all data held on individuals at least every two years and remove data where we no longer have a legitimate reason to keep it.

Where you have withdrawn your consent for us to use your data for a particular purpose (e.g. unsubscribed from a mailing list) we may retain some of your data for up to two years in order to preserve a record of your consent having been withdrawn.

What rights do you have?

Under the GDPR, you have the following rights over your data and its use:

- The right **to be informed** about what data we are collecting on you and how we will use it
- The right of **access** - you can ask to see the data we hold on you
- The right to **rectification** - you can ask that we update or correct your data
- The right to **object** - you can ask that we stop using your data for a particular purpose
- The right to **erasure** - you can ask us to delete the data we hold on you
- The right to **restrict processing** - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated
- Though unlikely to apply to the data we hold and process on you, you also have rights related to **portability and automated decision making** (including profiling)

All requests related to your rights should be made to the Data Protection Officer at uktreblehb@gmail.com. We will respond within one month.

You can find out more about your rights on the [Information Commission's Office website](#)

What will we do if anything changes?

If we make changes to our privacy statements or processes we will post the changes here. Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, will we ask for your consent to continue processing your data after these changes are made.