

Lyra Davidica - Privacy Policy

This document explains how we store and use personal information about our members, associated musicians and other supporters. It also tells you about your rights to inspect the information we hold about you, and to request that this information be deleted.

The information we collect

We collect and store basic personal data (name, email address, and sometimes telephone numbers and home address) that you have given to us to allow us to contact you. Additional information will be requested from you if you choose to attend our choir events. This will include the names of adults and children accompanying you and the name, email address and telephone number for an emergency contact person that you nominate. Data is stored electronically in a cloud-based account accessible only by members of the Lyra Davidica Committee.

How we use your personal information

We use your personal data to contact you about choir activities and sometimes to send you other information that we think might be of interest to you. In the course of these communications, we may on occasion pass your personal data to other members of the choir. Your personal data will only ever be shared with third parties (for example cathedrals and accommodation providers) for the express purposes of organising a choir event which you are attending. Your nominated emergency contact person's details will only be used if you suffer an incapacitating injury or illness during a choir activity. Emergency contact details will be deleted from our database following the activity for which they were provided.

How long we keep your personal information

We will keep your data until both (a) you notify us (by email to secretary@lyradavidica.com) that you no longer wish to hear from us, and (b) all financial dealings involving you and Lyra Davidica are closed.

Your rights

You have a right to request a copy of the personal information we hold about you, and to ask us to correct it if it is incorrect. In certain circumstances, you may restrict how we use your data, and you may ask us to remove all your personal information from our database. You have the right to complain to the Information Commissioner's Office if you think that there is a problem with the way in which we are handling your information.

Changes to our Privacy Policy

This privacy notice is current as at May 2018. We keep our Privacy Policy under regular review, and updates will be posted on our website www.lyradavidica.com.

How to contact us

If you have any questions about our Privacy Policy or the information we hold about you please contact us by email to secretary@lyradavidica.com.