

## **Maspindzeli Choir - Data Protection and Privacy Policy (16 July 2020)**

Maspindzeli Choir is an unincorporated association based in London, England. This privacy policy will explain how Maspindzeli uses the personal data we collect from you when you use our web pages, contact us, or become a member.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
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### **What data do we collect?**

Maspindzeli collects the following data:

<b>type of data</b>	<b>includes</b>
identity data	first name, last name, title, whether over 18 years old.
contact data	postal address, email addresses, telephone numbers.
transaction data	details about communications or payments to and from you; details of products and services you have purchased from us.
profile data	membership start and end dates, renewal, preferences.
communications data	your preferences about receiving promotional messages from us.

## **How do we collect your data?**

You directly provide Maspindzeli with most of the data we collect. We collect data and process data when you:

- Register to receive information about our activities, for example by subscribing to the mailing list on our website.
- Contact us, for example via the email address provided on our website, or via Facebook.
- Register or place an order for any of our products or services, eg. CDs, concerts, workshops.
- Apply to become a choir member.
- As a member:
  - join our internal Yahoo email group
  - join our informal WhatsApp group
  - add your details to our members contact list
  - participate in formal activities, such as Annual General Meetings or the committee.
  - participate in creative activities, such as performances or recordings

Maspindzeli will also receive your data indirectly from the following source:

- Facebook - when you like or follow our Facebook page.

## **How will we use your data?**

Maspindzeli collects your data so that we can:

- Communicate with you about our activities.
- Respond to your enquiries or proposals - if necessary for decision making we will share data with the committee.
- Process your orders.
- Manage your choir membership:
  - process membership application and renewal.
  - plan and communicate about member activities, such as rehearsals, performances.
  - enable members to take part in formal choir activities such as Annual General Meetings, and record their contributions in the minutes.
  - credit your participation in creative activities such as performances and recordings.
  - ensure that members fulfil any legal obligations.

Members are required to provide their full name and postal address. This enables us to fulfil any legal obligations in identifying members. Maspindzeli choir is an unincorporated association – this means that individual members are personally responsible for any debts and contractual obligations that they incur on behalf of the choir.

Members are invited to join our Yahoo email group. This is strongly recommended, as the group is the main way that the musical director, the committee and ordinary members communicate with each other about choir activities, which include details of rehearsals, repertoire, performances, workshops with visiting teachers, special events in this country and in Georgia, as well as choir social events. Yahoo's privacy policy is here:

<http://info.yahoo.com/privacy/us/yahoo/groups/details.html>

Members can also join a WhatsApp group, which is an informal social communications channel between members, and not essential to the running of the choir. WhatsApp's privacy policy is here: <https://www.whatsapp.com/legal/>

Members can if they wish add an entry to our members contact list, which is shared with all members, to enable and support individual communications. They can choose to provide their name, plus any or all of the following: postal address, email address, phone numbers. The members contact list is also kept on a password protected section of our website.

## **How do we store your data?**

Our committee will be responsible for holding members' data.

We will review all data held on individuals at least every two years and delete data where we no longer have a legitimate reason to keep it.

Where you have withdrawn your consent for us to use your data, we will retain basic identity data for up to two years in order to preserve a record of your consent having been withdrawn.

Our website is hosted by Zen Internet, whose policies can be found here: <https://www.zen.co.uk/global/general-policies>

## **Marketing**

If you have joined our mailing list or become a member, Maspindzeli will send you information about our products and services, such as CDs, concerts, workshops and other events.

You can ask us to stop sending you marketing messages at any time by following the opt-out links on any marketing message we send to you or by contacting us at any time.

## **What are your data protection rights?**

Maspindzeli would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- 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 erasure - you can ask us to delete the data we hold on you.
- The right to stop or restrict processing - you can ask that we stop using your data while the reason for its use or its accuracy are investigated.
- The right to object to processing - you can ask that we stop using your data for a particular purpose.
- The right to data portability - you have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: [privacy@maspindzeli.org.uk](mailto:privacy@maspindzeli.org.uk)

## **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behavior information. We do not generate any cookies of our own.

When you visit our website, if you are a member of Facebook, they may collect information from you automatically through cookies or similar technology. For their policies, see: <https://www.facebook.com/policy.php>

For further information about cookies, visit <https://www.allaboutcookies.org>

## **How to manage cookies**

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

## **Privacy policies of other websites**

The Maspindzeli website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

## **Changes to our privacy policy**

Maspindzeli keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 16 July 2020.

## **How to contact us**

If you have any questions about Maspindzeli's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [privacy@maspindzeli.org.uk](mailto:privacy@maspindzeli.org.uk)

Our website is: <https://www.maspindzeli.org.uk>

## **How to contact the appropriate authority**

Should you wish to report a complaint or if you feel that Maspindzeli has not addressed your concern in a satisfactory manner, you can contact the Information Commissioner's Office.

Contact details: <https://ico.org.uk/global/contact-us/>