

# Fair Processing Notice Members and Staff

(v1.0 May 2018)



This notice explains what information we collect, when we collect it and how we use this. During the course of our activities, we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

## **Who are we?**

Cantamus (including Cantus Amici (“we” or “us”)) take the issue of security and data protection very seriously and strictly adhere to guidelines published in the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number A8312179 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is John Guy, 24 Wentworth Road, Kirkby in Ashfield, NG17 8NA, 01623 550115 or 07422 506627; e-mail [elainejguy@gmail.com](mailto:elainejguy@gmail.com)

Any questions relating to this notice and our privacy practices should be sent to John Guy, details as above.

## **How we collect information from you and what information we collect**

We collect information about you from:

- Your application to be a member
- Health and tour consent forms
- Contact detail update forms
- Photocopies of passports and EHIC cards provided in advance of a tour
- Payments made to Cantamus for, amongst other things, subscriptions, tour payments, uniforms
- Measurements supplied to allow the provision of suitably sized uniforms
- Bank account details (only if we need to make a payment to you)

We collect the following information about you:

- Names of Member and Parents/Guardians, postal addresses, e-mail addresses, telephone numbers (landline and mobile)
- Payments received
- Medical conditions and medication taken
- Contact details for your GP
- Alternative emergency contact details
- Passport number and expiry date
- Casual clothing size, height, waist, and chest measurements

## **Why we need this information about you and how it will be used**

We need your information and will use your information:

- to provide you with updates regarding Cantamus
- to allow the arrangement of lesson times
- to provide appropriate medical treatment should the need arise
- to provide you with an appropriately fitted uniform
- to allow the smooth running of concerts, events, trips and tours
- to maintain the integrity of our financial records by recording your payments made to Cantamus

## **Sharing of Your Information**

The information you provide to us will be treated by us as confidential and will be processed only by any member of the Cantamus team, or any third party we use to mail communications to you within the UK/EEA.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

## **Transfers outside the UK and Europe**

Your information will only be stored within the UK/EEA.

## **Security**

When you give us information we take steps to make sure that your personal information is kept secure and safe.

Electronic data is password protected and stored on a computer which is protected by a firewall. Paper records are kept in a locked drawer/cabinet.

## **How long we will keep your information**

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information).

Our full retention schedule is available from John Guy, contact details as above.

## **Your Rights**

You have the right at any time to:

- ask for a copy of the information about you held by us in our records;
- require us to correct any inaccuracies in your information;
- make a request to us to delete what personal data of yours we hold; and
- object to receiving any marketing communications from us.

If you would like to exercise any of your rights above please contact us at **[elainejguy@gmail.com](mailto:elainejguy@gmail.com)**

Should you wish to complain about the use of your information, we would ask that you contact us to resolve this matter in the first instance. You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

**England:**

Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow, Cheshire, SK9 5AF  
Telephone: 0303 123 1113  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

**Scotland:**

The Information Commissioner's Office  
– Scotland  
45 Melville Street, Edinburgh, EH3 7HL  
Telephone: 0131 244 9001  
Email: [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)

**Wales:**

Information Commissioner's Office  
2nd floor, Churchill House  
Churchill way, Cardiff, CF10 2HH  
Telephone: 029 2067 8400  
Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)

**Northern Ireland:**

Information Commissioner's Office  
3rd Floor, 14 Cromac Place  
Belfast, BT7 2JB  
Telephone: 028 9027 8757  
Email: [ni@ico.org.uk](mailto:ni@ico.org.uk)

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.