



The Amici Singers
Brook House, 24 Royston Street, Potton, Sandy, Beds. SG19 2LP
www.amicisingers.net
Registered Charity No. 277766

President: Trevor Hughes
Musical Director: Dr Douglas Coombes MBE

DATA POLICY

1. This Policy describes how **The Amici Singers** handles personal data so as to comply with the General Data Protection Regulation (GDPR) which came into force on 25 May 2018.
2. The following who hold office from time to time as members of the Committee of *The Amici Singers* hold personal data on behalf of *The Amici Singers*: the Chairman, Hon. Secretary, the Membership Secretary, the Treasurer, the Musical Director.
3. *The Amici Singers* holds data in accordance with good practice standards of personal domestic data security. Data is not encrypted.
4. The Amici Singers only uses personal data for the specific purposes of *The Amici Singers* for which members intend it, for example subscription data, and for the purposes of specific consents which it receives for the sending and receipt of information.
5. *The Amici Singers* does not release anyone's personal data to any other person without the specific consent of the first person obtained by request to a designated data holder (paragraph 2 above) and without that data holder asking for and receiving the consent of the first person to release it to the person requesting.
6. *The Amici Singers* does not send open address emails, that is an email sent to more than one person at the same time where the email address of one intended recipient is visible to another.
7. *The Amici Singers* occasionally comes into possession of data which ticket buyers provide to third-party ticket sellers when buying tickets for *The Amici Singers* events. *The Amici Singers* holds this data only for the purposes of the particular transaction, for example replacing lost tickets. *The Amici Singers* destroys this data as soon as is reasonably practicable after the event and does not make any other use of it. *The Amici Singers* occasionally contacts ticket buyers who have consented to receiving marketing information from *The Amici Singers*, for example about future concerts.
8. *The Amici Singers* holds data in connection with its Patrons scheme, media contacts, advertisers and sponsors, subject to their consent and to the restrictions described above.
9. A person who has given data consent to *The Amici Singers* may opt out of that consent at any time by informing any designated data holder (paragraph 2 above). Contact details can be found on the *The Amici Singers* website.

November 2022