

# **Chorlton Voice (encompassing specific projects including Chorlton Arts Festival; Chorlton Community Garden) Data Protection Policy**

## **Data Privacy Notice**

**Updated: 03/09/2022**

### **1. INTRODUCTION**

Chorlton Voice (Civic Society) is committed to protecting the privacy and personal information of our members, volunteers, supporters and project participants. This privacy policy is about:

- The information we hold on members, volunteers, project participants and supporters (Personal Data)
- How we deal with Personal Data
- Who we may share Personal Data with
- Your legal rights in relation to your Personal Data

Chorlton Voice holds data about our members, volunteers and other people involved in different projects, in order to provide an effective and efficient service to the community in line with our constitution.

This notice sets out how we seek to protect personal data and ensure that our members, volunteers, supporters, project participants and others understand the rules governing our use of Personal Data.

### **2. CHANGES TO PRIVACY POLICY**

From time to time changes may be made to this privacy policy. Substantial changes will be notified to members and project participants via newsletters and mailings. Updated policy will be available on the website or by request from [chair@chorltonvoice.org](mailto:chair@chorltonvoice.org)

### **3. OUR CONTACT DETAILS**

Name: Chorlton Voice (encompassing Chorlton Arts and the Chorlton Arts Festival) an unincorporated community association. 37, Chandos Road South, M21 0TH

Email: [membership@ChorltonVoice.org](mailto:membership@ChorltonVoice.org) or [chair@chorltonvoice.org](mailto:chair@chorltonvoice.org)

Website: <https://chorltonvoice.org> and <https://chorltonarts.org>

#### **4. THE LAWFUL GROUNDS ON WHICH WE COLLECT AND PROCESS YOUR PERSONAL DATA**

We collect and process data according to the UK data Protection Act (2018) <https://www.gov.uk/data-protection> which requires the following data protection principles - Information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or

We process your Personal Data for the effective operation of Chorlton Voice and its associated projects, relying on one or more of the following lawful grounds:

- that by choosing to become a member, volunteer, project participant or supporter you have given your implicit consent to us holding limited Personal Data;
- that we have a legitimate interest in holding limited Personal Data in order to fulfil our contractual commitment to you as a member of the Society, a volunteer, project participant or supporter.

#### **5. MEMBERS, VOLUNTEERS, PROJECT PARTICIPANTS**

##### **5a. What personal data is collected and by what means?**

We will collect and use the following personal data:

- Name Address
- Email address
- Telephone number
- Organisation if relevant

We will collect this personal data from you by the following means:

- Membership request and event sign-up forms (online)
- Email correspondence
- Sign up sheets at meetings, events and at street stalls
- Exceptionally personal data may be provided by a third party as in an existing member or volunteer recommending someone new

## **5b. What we use Personal Data for**

We have a *legal obligation* to use this personal data in order to govern Chorlton Voice and associated projects, and ensure effective delivery of community services, including maintaining a Register of Members, and inviting members to General Meetings and Annual General Meetings.

With your *consent* we will also send you newsletters or bulletins, and may inform you of other opportunities to engage with our work, including asking you participate in specific projects, such as the Arts Festival, and to support projects and campaigns with which we are involved (and possibly requests for funding or fundraising support).

We use an email database to manage our membership mailings and project mailing lists.

## **5c. Who we share Personal Data with**

We will share the email databases with members of Chorlton Voice Committee and project organising committees in order to communicate with you efficiently.

With your permission we will share project specific personal data with other project participants to enable effective communication.

We will not share this data with any other organisation without your explicit consent.

In organising the Arts Festival we will share artists' email contact details with other artists participating in particular venues and with those venue hosts.

We may share aggregate information on our membership and project participants, without any identifying individual data, based on this data, with interested parties such as Manchester City Council on monitoring forms.

## **5d. How long will we retain Personal Data?**

We will retain this data so long as you are a member of Chorlton Voice or associated projects, and for five years after specific projects have ended.

In addition, we may collect and use other non-personal data in order to improve our service to members.

You may ask to be removed from our database at any time.

We shall take all reasonable steps to ensure that we dispose of Personal Data that we decide no longer to retain securely.

## **6. SUPPORTERS**

### **6a. What personal data is collected and by what means?**

We collect the following personal data for other individuals who may support or be interested in our work, for our newsletter or for communicating events and volunteer opportunities:

- Name
- Organisation , if relevant
- Email address

We will collect this personal data by the following means:

- Website or social media contact forms
- Email correspondence
- Sign-up sheets at meetings, events and on street stalls
- Exceptionally personal data may be provided by a third party as in an existing supporter recommending someone new

### **6b. What we use Supporters' Personal data for**

With your *consent* we will also send you newsletters, and may inform you of other opportunities to engage with our work, including asking you participate in specific projects such as the Arts Festival, and to support projects and campaigns with which we are involved (and possibly requests for funding or fundraising support).

### **6c. Who we share Supporters' Personal Data with**

We use an email database to manage our membership mailings and project mailing lists. We will share the email databases with members of Chorlton

Voice Committee and project organising committees in order to communicate with you efficiently.

We will not share this data with any other organisation without your explicit consent.

#### **6d. How long will we retain Supporters' Personal Data?**

We will retain this data so long as you are a supporter of Chorlton Voice or associated projects, and for five years after specific projects have ended.

You may ask to be removed from our database at any time.

We shall take all reasonable steps to ensure that we dispose of Personal Data that we decide no longer to retain securely.

### **7. SURVEYS and FEEDBACK QUESTIONNAIRES**

We may invite you to take part in surveys for various purposes or to provide us with feedback.

Details on the information to be collected, the purposes, how we will use the data, and with whom it will be shared, will be included with the survey or questionnaire.

No data will be shared or published which can identify any individual.

We will retain any personal data collected only as long as needed to produce any reports using anonymised data, and in any case no longer than two years.

### **8. YOUR DATA PROTECTION RIGHTS**

You can tell us that you no longer wish to receive communications from us either of a particular kind or at all by sending an e-mail to that effect to [membership@chorltonvoice.org](mailto:membership@chorltonvoice.org)

Under data protection law, you have other rights including:

**Your right of access** – You have the right to ask us for copies of your personal information.

**Your right to rectification** – You have the right to ask us to correct personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** – You have the right to ask us to delete your personal information in certain circumstances.

**Your right to restriction of processing** – You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** – You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** – You have the right to ask us to transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we will respond to you within one month.

Please contact us at [membership@chorltonvoice](mailto:membership@chorltonvoice) if you wish to exercise any of the rights listed above.

## 9. HOW TO COMPLAIN

If you have any concerns about our use of your personal information please contact us at [membership@ChorltonVoice.org](mailto:membership@ChorltonVoice.org)

You can also complain to the Information Commissioner's Office if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow  
Cheshire SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk/>