

Data Protection and the Open University Chapel Choir (OUCC)

New Data Protection regulations come into force on 28 May 2018. The updated General Data Protection Regulation (GDPR) is an extension of the previous Data Protection Acts of 1984 and 2000. The regulations affect every organisation handling personal data: businesses, charities, voluntary organisations, clubs and societies.

Although the OUCC has no fixed membership and no membership fees, in this document, the term 'member' refers to individuals who have participated in one or more choir tours and 'prospective member' to those who have requested information but not yet taken active part.

The organisation of the OUCC is managed by an Administrator, Treasurer and Accommodation Officer. A mailing list is maintained for the purpose of sending out Tour Invitations and Newsletters to members and prospective members who have asked to be included in the mailing list. There may also be some occasional follow-up or additional information. The OUCC records and uses a limited amount of personal data.

This document outlines

- What data is held
- How it is used
- Who has access to it
- How long it is retained and how it is stored

Details held

The Mailing List contains individuals' details:

- Title
- Name
- Address
- Telephone number(s)
- Email address (if available)
- Voice part

This information is supplied by prospective new members when requesting information about the Choir's activities and it is maintained for existing members.

Members participating in choir tours also need to supply their height for the allocation of suitable size choir gown. This is recorded only with the specific tour arrangements as are accommodation requests and payment details.

How it is used

The contact details are used for distribution of information to members and prospective members, normally via email if possible, or by letter, or, if urgent, by telephone. Group emails are sent 'BCC' in order to preserve privacy of the email addresses.

All Tour Invitation and Newsletter mailings give information about how to 'opt-out' from the mailing list.

Who has access

The mailing list is held and maintained by the Administrator. The information is not shared with other members or outside organisations. The Music Director and Treasurer may be given relevant information on a 'need to know' basis (e.g. the Treasurer receives information about the tour booking and payment details).

Individuals have the right to see the information held about them; this will be provided on request to the Administrator.

Data retention and storage

After the initial opt-in to the mailing list, the data will be retained until

- An individual requests its removal from the mailing list
- After 2 years if there has been no response (yes or no) to Tour Invitations.

The data is stored on a secure computer and backed up on a regular basis. The back-up copy is kept in a fire-proof safe.

Ester Harries
OUCC Administrator

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