

President: The Lord Bishop of Worcester  
Conductor: Dr. Peter Nardone



# DATA POLICY

1. This Policy describes how Worcester Festival Choral Society (WFCS) will handle personal data so as to comply with the General Data Protection Regulation (GDPR) when it comes into force on 25 May 2018.
2. The following who hold office from time to time as members of the Committee of WFCS hold personal data on behalf of WFCS: the General Secretary, the Membership Secretary, the Treasurer, the Tickets Secretary, the Patrons Secretary, and the Marketing & Publicity Officer.
3. WFCS holds data in accordance with good practice standards of personal domestic data security. Data is not encrypted.
4. WFCS only uses personal data for the specific purposes of WFCS 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. WFCS 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. WFCS 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. WFCS occasionally comes into possession of data which ticket buyers provide to third-party ticket sellers when buying tickets for WFCS events. WFCS holds this data only for the purposes of the particular transaction, for example replacing lost tickets. WFCS destroys this data as soon as is reasonably practicable after the event and does not make any other use of it. WFCS occasionally contacts ticket buyers who have consented to receiving marketing information from WFCS, for example about future concerts.
8. WFCS 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 WFCS 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 WFCS website.

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