

## For Your Information

### **WCCS - GDPR compliance statement**

#### **What information is held by WCCS & why?**

WCCS patrons, current members and past singers provide the WCCS member secretary (and committee) with their contact details (email, address, phone numbers) for the purpose of the choir keeping in touch with them.

In addition, a record of individual subscriptions, donations and declared Gift Aid status is kept in order for WCCS to accurately and appropriately claim Gift Aid.

#### **How & where is it kept?**

This information is kept on a spreadsheet maintained by the membership secretary and is available to committee members and the Society's auditor only.

This information is NOT shared with any other person or organisation.

#### **How is information removed from the WCCS records?**

Each year, usually in September at the beginning of the season, the patrons, members and past singers will be reminded by the membership secretary of the opportunity to remove their details from our records in order to stop receiving communication from WCCS. In that event their details will be removed from the current record and no further communications will be sent. The records necessary for annual audit will be retained by the Treasurer, the remainder will be deleted/destroyed securely.

#### **Other**

The membership secretary passes on to WCCS members and past singers, information from external organisations which may be of interest to them.