



Otley Choral Society

Data Protection and Retention Policies - summary 2026/27

The General Data Protection Regulations (GDPR) came into effect on 25 May 2018, replacing the existing Data Protection Act. Otley Choral Society is now required to have Data Protection and Retention Policies in place. These have been approved by the committee. This is a summary of their contents.

The regulations require us to nominate a Data Protection Officer to assume responsibility for the policies. This is the Membership Secretary, Alikı Georgiou.

To comply with the new regulations, we must tell you what personal data we hold on you and the use that we will make of it. We must have your consent to continue holding the data and your consent to the uses we may make of it.

We currently maintain a database holding name, postal address, email address, telephone numbers (mobile and/or landline), voice part, "in case of emergency" contact names and numbers, and reasons that members have left the society. We also record if you have given consent for the Treasurer to reclaim Gift Aid on your subscription.

The database is maintained by the Membership Secretary and held on a password-protected personal computer on Google Drive. The database on Google Drive holds shared property with the Chairman, Secretary and Treasurer should anything arise to the Membership Secretary. A list of member names, voice parts, email addresses and contact numbers is held by the Treasurer to allow Gift Aid claims. The same list is held by the Chairman and Secretary to allow direct communication with Society members, and by the Librarian to facilitate contact if music copies are missing after a concert. Any paper copies made will be stored securely.

Your data will be used to inform you of administrative matters relating to the Society (eg. rehearsal details, Come and Sing Days). It may also be used to inform you of other musical events which may be of interest if you have given consent for this. If you have made a Gift Aid declaration, your name and address will be notified to HMRC. Other than with our sister choir, Ilkley Choral Society who may need names and contact details for joint events, your data will not be shared with any other organisation.

Data will be removed from the database when a member leaves the Society unless there is a legal requirement to retain it (for the purposes of Gift Aid this is 6 years).

We will ask you regularly to confirm that the data we hold about you is accurate. Please ensure that any changes occurring during the year are notified to the Membership Secretary so that the database can be updated.

If you wish to see the full policies, please ask the Membership Secretary.

Alikı Georgiou

GDPR policies summary - August 2026