

Chiltern Chamber Choir – Data Management Policy

Purpose

The Chiltern Chamber Choir (CCC) is a non-corporate, not for profit organisation. This policy document sets out the procedure required to manage this data in accordance with the UK Government's General Data Protection Regulation (GDPR).

Data Policies

CCC's lawful basis for processing CCC's members' data is the consent of the member to their data being used by CCC to perform its administrative functions.

CCC's member data is used solely to support the CCC's activities and is not shared with any third parties. The data is used to support:

1. Membership administration, including voice information;
2. Concert / Tour administration;
3. Librarian administration;
4. Publicity administration.

All data shall be managed in accordance with: “Chiltern Chamber Choir – Data Management Procedure”.

To process CCC Members' data for the purposes described above, CCC does not require to be, and is not registered with the Information Commissioners Office.

Policy Review

This policy shall be reviewed annually by CCC's [committee](#) to ensure ongoing compliance with GDPR legislation.