

Chiltern Chamber Choir – Data Management Procedure

Purpose

The purpose of this procedure is to define and describe the processes required to implement the “Chiltern Chamber Choir – Data Management Policy”.

CCC Data

The Chiltern Chamber Choir (CCC) personal information consists of the following data:

1. Membership and Concert / Tour records, managed by the CCC Manager, and consisting of:
 - a) Full name and title;
 - b) Address details;
 - c) Home and mobile telephone numbers;
 - d) Email address;
 - e) Voice type and assessment;
 - f) Picture(s), either singly or as part of a group;
 - g) Attendance and concert performance record;
 - h) Subscription payment record.

2. Library records, managed by the CCC Librarian, and consisting of:
 - a) Members name;
 - b) Copies requested;
 - c) Copies issued;
 - d) Payment of copy cost or hire charge.

3. Publicity records, managed by the CCC Publicity manager, and consisting of:
 - a) Full name, and organisation where appropriate;
 - b) Address details;

Other appropriate contact details. This data is used by the CCC Committee to administer the CCC membership, CCC activities, and provide publicity for CCC functions.

Data Management Processes

All of this data shall be held, by the manager, in a secure fashion. Where data is held on an electronic computing device, the data shall be regularly backed up, and stored in a password protected area. The electronic computing device shall be regularly patched, and run virus protection software, and if connected to the internet have firewall protection. Where data is held in hardcopy for records purposes (as opposed to short term administration), it shall be stored in a locked cabinet.

All data may be shared within the CCC committee; managers may delegate tasks to CCC members and share with them the data required to perform that task. Where data is shared, care should be taken by the recipient to ensure it is up-to-date, and destroy it once it has served its purpose. No CCC members data shall be shared with any other organisation.

All data shall be reviewed regularly, by the manager, for relevance, and any out-of-date or non-relevant data, shall be deleted. All data relating to lapsed choir or publicity members shall be deleted or shredded. All short term administrative hardcopy shall be shredded once its purpose is complete.

Each manager shall supply a member, upon request, with any data held by CCC relating to them including any historical records. Such a transaction must be via email or hard copy, and a copy of the request and response filed by

the CCC Manager. Each manager shall, upon request by a member, amend/correct the data held by CCC about them. Where this may lead to conflict it should be referred to the CCC committee, prior to implementation. Such a transaction must be via email or hard copy, and a copy of the request and response filed by the CCC Manager.

If a CCC member suspects that there may be a breach of the security specified by this Procedure, they should contact the CCC Manager or any committee member, in hardcopy or email, detailing their concerns and information. The committee will then decide the consequent actions, which may include, in some serious cases, reporting to the Information Commissioners Office.

The Publicity manager shall upon request from a publicity member remove them from the list of active publicity recipients. The Publicity officer shall reply to such requests confirming the removal from the publicity list. Such a transaction must be via email or hard copy, and a copy of the request and response filed by the CCC Manager.

Membership records shall be collected using the “Chiltern Chamber Choir – Membership” form. Once a completed, signed form has been received by the CCC Manager, and membership approved, the CCC Membership records shall be updated by the CCC Manager, and the form filed either electronically or in hard copy. These forms give CCC the members consent to store and use the data.

Library records are administered on an as required basis i.e. when CCC members request the CCC Librarian to provide them with copies on a bought or hire basis.

Publicity records shall be collected using the “Chiltern Chamber Choir – Publicity ” form. Once a completed, signed form has been received by the CCC Publicity Manager, , the CCC Publicity records shall be updated by the CCC Publicity Manager, and the form filed either electronically or in hard copy. These forms give CCC the publicity members consent to store and use the data.

Procedure Review

This procedure shall be reviewed annually by the CCC committee to ensure that it continues to reflect appropriate data management content and processes.