 Scottish Charity Number SCO36400

**Just Singin’ Privacy Policy**

This Privacy Policy describes how and when we collect, use, and share information when you become a member of Just Singin’, attend a workshop we organise, contact us, or otherwise use our services. This is to comply with the General Data Protection Regulations (GDPR) 2018.

**Information We Collect** - **When you join Just Singin’ or book a place on a workshop, you will normally provide us with certain information, such as your name, telephone number, email address, postal address, and payment information.**

**Why We Need Your Information and How We Use It**

We rely on a number of bases to collect, use, your information, including:

* where it is necessary for the purposes of processing your membership details, or to provide customer support;
* when you have provided your affirmative consent, which you may revoke at any time, such as by signing up for our mailing list;
* to administer bookings with a venue/another choir. We will never sell or share data with a third party for marketing purposes.
* **Marketing**

 From time to time we may wish to send you direct marketing material which may include details of singing workshops, singing newsletters, Just Singin’ member surveys, details of the AGM, sung files and song lyrics, changes to our draft singing calendar. If you are happy for us to do this please indicate in what forms you would like to receive this information by ticking **ALL** relevant boxes below;

 Mail  Email  Text  Phone  No Marketing 

* **Data Retention**
We will retain your personal information for 2 years after the end of your membership.
* We will retain your personal information for two years after you sign up for or indicate interest in a workshop.
* **Your Rights**
You have a number of rights in relation to your personal information. While some of these rights apply generally, certain rights apply only in certain limited cases. We describe these rights below:
* Access. You have the right to access and receive a copy of the personal information we hold about you by contacting me using the contact information below.
* Change, restrict, delete. You may also have rights to change, restrict my use of, or delete your personal information.
* Complain. If you wish to raise a concern about our use of your information (and without prejudice to any other rights you may have), you have the right to do so with the Information Commissioner www.ico.org.uk
* **How to Contact Us**

For purposes of the GDPR, We, Just Singin’ are the data controller of your personal information. If you have any questions or concerns, you may contact us, justsingin@btinternet.com. Alternately, you may mail us:

Just Singin’, Birnam Arts Centre, Station Rd. Birnam, Perthshire, PH8 0DH

Signed:

Print name:

Date: