Birch Tree Folk Choir Privacy Policy

The General Data Protection Regulation (GDPR), which came into force on May 25th 2018, aims to protect the fundamental right to privacy and the protection of personal data of European Union (EU) citizens. Birch Tree Folk Choir (BTFC) is committed to protecting the personal information of it's members and community. I am registered with the ICO as a Data Controller, and have done my best to ensure that all outside applications and sites are also GDPR compliant.

Wix

The BTFC website is hosted by Wix.com. Wix provides both an online platform and a system through which the mailing list is managed, as well as systems through which site visitor's behaviour is monitored. Further details of this can be found below. Your data may be stored through Wix.com's data storage, databases and general Wix.com applications. They store your data on secure servers behind a firewall.

All direct payment gateways offered by Wix.com and used by their company adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of credit card information.

What information BTFC collects and why, and how it is stored

<u>Mailing List</u>

When you sign up to the mailing list you enter your name and email address. This is stored in the 'Contacts' section of the choir Wix account. They store your data on secure servers behind a firewall. This enables BTFC to include you in marketing emails such as the monthly newsletter and emails about upcoming performances.

<u>Contact Form</u>

When you send a message through the contact form you enter your name, email address, and phone number. This information is stored in the 'Contacts' section of the choir Wix account. They store your data on secure servers behind a firewall. This enables me to efficiently get back to you regarding your message.

<u>Gmail</u>

When you send an email to emily@birchtreechoir.com or philippa@birchtreechoir.com this comes through to a gmail account which is password protected. Your email address is not saved yet it will still be present in the inbox, and so accessible from a computer and my mobile phone. This enables us to reply to your email, and check on our previous correspondences when necessary.

<u>Stripe</u>

When you purchase choir membership through the website, the transaction is processed by Stripe. A record of your name, email, phone number, address, and transaction number is stored in my Stripe business account, which is password protected. This enables me to keep a record of purchases through the site. Please not that because the membership is not a physical product there is no need to enter your address for postage – if you would not like your address stored please feel free to leave this section blank.

Register

A paper register is kept of those who attend the choir. The register notes your name, attendance, and mobile phone number. The register is stored in a notebook. This enables us to track attendance over the term, and to get in touch which current members is the event of my needing to cancel a session at the last minute, for example due to sickness.

Mobile Phone

We do not store client contact details in mobile phones, yet texts and call records will be present on the phone. This may happen if you text or call me, or if I text you to cancel a session, or to follow up multiple absences, for example.

Under the GDPR you have the right to withdraw your consent to my holding your data, to request a copy of the data I hold on you, and the 'right to be forgotten'. To inquire about any of this please get in touch at emily@birchtreechoir.com, or call 07885 602055.

I reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.