Isle of Man Choral Society – Data Privacy Notice

Introduction

Isle of Man Choral Society ("we";"the choir") is committed to protecting the privacy of our members, supporters and visitors to our website. This privacy statement is intended to set out the basis upon which any personal data or information that we compile, or that you provide to us, may be collected and processed by (or on behalf of) us.

The Isle of Man's Data Protection Law 2018 and associated regulations can be accessed via: www.inforights.im/organisations/data-protection-law-2018.

You have the following rights over your personal information ("data") and its use:

- The right to be informed about what data we are collecting on you and how we will use it
- The right of access - you can ask to see the data we hold on you
- The right to rectification - you can ask that we update or correct your data
- The right to object - you can ask that we stop using your data for a particular purpose
- The right to erasure - you can ask us to delete the data we hold on you
- The right to restrict processing - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated
- Though unlikely to apply to the data we hold and process on you, you also have rights related to portability and automated decision making

Who we are

Isle of Man Choral Society (Registered Charity Number: 1091)
c/ o Alison Lynch – Membership Secretary
3 Richmond Terrace
Crosby
Isle of Man
IM4 2DD
Telephone No: +44(0)7624 495142
Email: alisonlynch@manx.net

Personal information collected about you and what we use it for

We collect personal information from you where you are a choir member, when you attend a choir organised event, including when you contact or request information from us.

The types (categories) of personal information ("the data") we will hold about you include:

Choir members

- Your contact information (for example, name, addresses, phone number, email address, Emergency contact details; age/gender)

- Images e.g. photography

This information is to:

- administer your membership of the choir
- plan, organise and run the day-to-day operations of the choir and its events (e.g. coordinating rehearsals and events or collecting music sheet payments)
- promote and market the choir's activities (e.g. photography/video capture).
- arrange and secure appropriate insurances for the Choir and its activities.

Sensitive personal information is not collected.

Where you determine not to provide the data or request us to cease processing your data you may need to cease membership of the choir.

Non Choir members

- Your contact information (for example, name, addresses, phone number, email address, bank account information)
- Images e.g. photography

This information is to:

- administer your (e.g. guest instrument players, guest conductors, guest soloists) participation in our choir.
- settle invoices, performance and other fees.
- allow the Choir to communicate with officers and representatives of associated Choirs.

Sensitive personal information is not collected.

Choir Website (including cookies)

You can visit our website without telling us who you are or revealing any information about yourself.

Cookies are small text files held on your computer. Some cookies are required to ensure that the site functions correctly, for this reason we may have already set some cookies. They also allow us to give you the best browsing experience possible and help the choir understand how you use our site. Most websites you visit will use cookies so please don't be concerned.

We use cookies to improve your experience on our website. By browsing the choir's website, you agree to the choir's use of cookies.

Information we may collect through the website

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

- Identity Data includes first name, last name;
- email address;
- contact telephone number;

- contact address;
- Technical Data includes [internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website];
- Usage Data includes information about how you use our website, products and services; and,
- any other information which you send to us via contact forms and other form submissions.

Website Analytics

We use multiple web analytics tools provided by service partners such as Google Analytics, to collect information about how you interact with our website or mobile applications, including what pages you visit, what site you visited prior to visiting our website, how much time you spend on each page, what operating system and web browser you use, and network and IP information. We use the information provided by these tools to improve our website.

These tools place persistent cookies in your browser to identify you as a unique user the next time you visit our website. Each cookie cannot be used by anyone other than the service provider (eg: Facebook and Google for Google Analytics). The information collected from the cookie may be transmitted to and stored by these service partners on servers in a country other than the country in which you reside. Though information collected does not include personal data such as name, address, billing information, etc., the information collected is used and shared by these service providers in accordance with their individual privacy policies.

What are cookies?

For almost any modern website to work properly, it needs to collect certain basic information on its users. To do this, a site will create files known as cookies – which are small text files – on its users' computers. These cookies are designed to allow the website to recognise its users on subsequent visits, or to authorise other designated websites to recognise these users for a particular purpose.

Cookies do a lot of different jobs which make your experience of the Internet much smoother and more interactive. For instance, they are used to remember your preferences on sites you visit often, to remember your user ID and the contents of your shopping baskets, and to help you navigate between pages more efficiently. They also help ensure that the advertisements that you see online are more relevant to you and your interests. Much, though not all, of the data that they collect is anonymous, though some of it is designed to detect browsing patterns and approximate geographical location to improve user experience.

Some of our pages may also contain images called 'web beacons' (also known as 'clear gifs'), which allow us to count visitors. Web beacons only collect limited information, including a cookie number, a timestamp, and a record of the page on which they are placed. We may also carry web beacons placed by third party advertisers. These beacons do not carry any personally identifiable information and are only used to track the effectiveness of a particular campaign.

Information collected by cookies and web beacons is not personally identifiable.

What types of cookie are there?

Broadly speaking, there are four types of cookie: strictly necessary cookies, performance cookies, functionality cookies and targeting or advertising cookies.

Strictly necessary cookies are essential to navigate around a website and use its features. Without them, you wouldn't be able to use basic services like shopping baskets and e-billing.

Performance cookies collect anonymous data on how visitors use a website; they can't track users, and are only used to improve how a website works.

Functionality cookies allow users to customise how a website looks for them: they can remember usernames, language preferences and regions, and can be used to provide more personal services like local weather reports and traffic news.

Advertising and targeting cookies are used to deliver advertisements more relevant to you, but can also limit the number of times you see an advertisement, and be used to chart the effectiveness of an ad campaign by tracking users' clicks. They can also provide security in transactions. They are usually placed by third-party advertising networks with a website operator's permission, but can be placed by the operator themselves. They can remember that you have visited a website, and this information can be shared with other organisations, including other advertisers.

Additionally, these cookies break down into two further sub-types:

Persistent cookies remain on a user's device for a set period of time specified in the cookie. They are activated each time that the user visits the website that created that particular cookie.

Session cookies are temporary. They allow website operators to link the actions of a user during a browser session. A browser session starts when a user opens the browser window and finishes when they close the browser window. Once you close the browser, all session cookies are deleted.

How do I turn cookies off?

Most browsers accept cookies automatically, but you can alter the settings of your browser to erase cookies or prevent automatic acceptance if you prefer. Generally you have the option to accept all cookies, to be notified when a cookie is issued or reject all cookies. Visit the 'options' or 'preferences' menu on your browser to change settings, and check the following links for more browser-specific information.

- Google Chrome (here)
- Microsoft Edge (here)
- Mozilla Firefox (here)
- Apple Safari (here)

For more information on cookies, click here

Is my personal information shared with anyone else?

The information we collect about you will not be transferred to or stored outside the Isle of Man, European Economic Area or a proscribed jurisdiction with equivalent data protection.

We may only disclose or transfer your information for the purposes set out in this privacy statement to:

- the choir's committee members, who are required to maintain the confidentiality of this information;
- insurance agents in the UK;
- companies and organisations that contractually support the choir;
- regulatory, police or law enforcement authorities where we are compelled or permitted or required to do so by order of a court or governmental or administrative tribunal or by law, regulation or any other legal requirement; or
- any other person where disclosure is made at your request or with your consent.

Protecting and storing your information

The information we collect about you is stored under our control and with our selected archive and data backup service providers.

We have put in place security procedures plus technical and organisational measures that we consider appropriate to safeguard your personal information and which are intended to guard against unauthorised or unlawful access to, alteration, disclosure or destruction of personal data and against accidental loss or destruction of or damage to personal data. Access to data servers is limited to specialist personnel and is controlled using defined policies.

We will only retain the information gathered for as long as is necessary, having regard to relevant laws and regulations and our data retention practice. Your information may be retained for up to two years after your association with the choir has ceased.

Access to your information and correction

If you would like access to some or all of the personal information we hold about you please e-mail or write directly to:

Data Protection Co-ordinator
Mrs Alison Lynch
3 Richmond Terrace
Crosby
Isle of Man
IM4 2DD
Telephone No: +44(0)7624 495142
Email: alisonlynch@manx.net

You may ask us to correct, remove or cease processing information if you think it is inaccurate or where you wish us to cease your association with the choir.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

We may ask for certain personal information when you contact us in order to confirm your identity.

Complaints

Should a situation arise where you feel the need to complain about how we process and/or retain your information we request that you contact our Data Protection Officer directly so that we may address your concerns.

You also have the right to lodge your complaint with the Isle of Man's Information Commissioner, whose contact information can be found at: www.inforights.im. Our registration number is: R000145.

Changes to the notice

If we make changes to this notice we will post the changes here.

Version date: 1.4.2024