



The Argus Singers Privacy Policy

Our Commitment to Privacy

Your privacy is important to us. To better protect your privacy we provide this notice to explain the way your information is collected and used. This notice can be found on our website and at every point where personally identifiable information may be requested.

The Information We Collect

We will only collect and store information about you with your consent. You give us your consent by providing us with your personal data when making an enquiry. Specific further consents are requested when you join the Argus Singers.

We collect the following information: your name, address, email address, telephone number and voice type. We use this information to administer the activities of the Argus Singers, and to make contact with members on a day to day basis, particularly in times of emergency such as bad weather or rehearsal venue unavailable at short notice. Other data may also subsequently be collected in relation to your membership, including your payment history for 'subs'.

If you contact us by email or via the enquiry form on our website, we may keep a record of your enquiry including your contact details. These details are not used for any other purpose and are not shared with outside parties. An individual's name and contact details may be collected by the Argus Singers when they make a booking for a concert or event. This may be used to contact them about their booking.

We will never use personal data for any purpose other than that stated or that can be considered reasonably to be related to it. For example, we will never pass on personal data to third parties without your explicit consent.

We ensure any data collected is relevant and not excessive

- We will not collect or store more data than the minimum information required for its intended purpose.
- We ensure data is accurate and up-to-date, and we will ask members to check and update their data from time to time.
- We ensure data is not kept longer than necessary: we will keep data on individuals for no longer than 12 months after our involvement with the individual has stopped, unless there is a legal requirement to keep records. We will archive the names (but no other details) of past members for historical records.
- We process data in accordance with individuals' rights: members can request to see any data stored about them, and request that any inaccurate data held on them is updated or deleted.

We keep personal data secure

- Electronically-held data will be held within a password-protected and secure environment.
- Paper-based data (e.g. membership forms or email sign-up sheets) will be stored securely

How to Contact Us

Should you have other questions or concerns about this privacy policy, please send us an email at info@argussingers.org.uk, or get in touch via our website.