

# Endeavour Harmony Chorus Privacy Policy

**Effective Date: 20th June 2023**

Endeavour Harmony Chorus Inc. (EHC) is committed to protecting the privacy of personal information which it collects, holds and administers. This Privacy Policy sets out what personal and sensitive information EHC collects and how EHC collects, uses, stores, discloses and secures the information of its members (present and past) and members of the public.

By providing personal information to EHC, consent is given for its use, storage and disclosure in accordance with this Privacy Policy. EHC will always do its utmost to ensure that personal information is respected and protected.

## Collection of Personal Information

Personal information includes a broad range of information, or an opinion, that could identify an individual. The personal information we collect, for example when you join Endeavour Harmony Chorus, purchase an event ticket, make a donation or subscribe to our newsletter, may include, but is not limited to:

- **Identification** (gender; date of birth; emergency contacts, photos etc);
- **Contact** (name, address, email address, phone number, etc);
- **Accessibility** (special needs; mobility, etc);
- **Cultural/Linguistic** (place of birth; cultural identity; indigenous status; languages, etc);
- **Experience** (membership to choruses; vocal range; artistic experience, etc)

This information will be used by our Management Team to manage your membership with Endeavour Harmony Chorus and to organise and deliver our activities and/or for marketing purposes. You can unsubscribe at any time.

## What information is collected and what it is used for

We may use your personal information for purposes such as:

- **Communication:** e.g., communication about or within the chorus; providing education
- **Administration:** e.g., Maintaining records, tracking attendance, managing fees;
- **Safety and Security:** e.g., Reaching out to designated emergency contacts in case of emergencies/unforeseen circumstances; providing requisite information to event officials;
- **Artistic:** e.g., Arranging vocal parts, or planning repertoires that best suit the abilities/preferences of chorus members;
- **Funding:** e.g., Applications for Sponsorship, Grants, Tenders.

We will never disclose your personal information to third parties for marketing purposes.

## Data Security

We are committed to safeguarding your privacy and personal information and will take all reasonable measures to protect this information from unauthorised access, loss, misuse or alteration. However, no method of transmission over the internet or electronic storage is entirely secure and we cannot guarantee absolute security.

Our software provider Groupaniser has access to the data stored in our website and has its own Privacy Policy. "Our website has its own privately encrypted database, so our member data is not mixed with any other. When personal user data is deleted, it is permanently deleted after seven days" <https://www.groupanizer.com/privacy-policy>

EHC will take all reasonable steps to make the personal information it collects, uses or discloses is accurate, complete and up to date. You have the right to access and update your personal information anytime. You can contact the EHC Management Team in writing anytime to view your information or get your information updated, corrected or deleted.

We will delete all personal information when a member leaves EHC, unless that member chooses to receive the "Friends of Endeavour" newsletter. In this circumstance, their name and email address will be maintained.

EHC may amend this Privacy Policy from time to time.

## Signed



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**Clare Brotherton**

**(on behalf of the Endeavour Harmony Chorus Management Team)**

Date:..... 20-6-23 .....