



**THE NATIONAL CHILDREN'S CHOIR OF GREAT BRITAIN
POLICY STATEMENT REGARDING
OUR USE OF PERSONAL AND SENSITIVE DATA**

The National Children's Choir of Great Britain is committed to protecting the wellbeing of its members and of everyone associated with the choir.

As part of this commitment, we will respect the privacy of members, parents and staff. We collect only the information that we need to care for choir members, and to make appropriate arrangements for staff. We are aware of the conflict between the need for security and the need for data accessibility and will take a balanced approach to these issues as we endeavour to serve the best interests of all those involved.

Where possible, sensitive information sent to us will be protected by encryption. The information we receive will only be passed on to those people or organisations that need to know it for valid reasons connected with NCCGB. We will not at any time sell any personal information to third parties.

Information collected by us will be retained according to our data procedures, which follow the legal requirements laid out in the General Data Protection Regulation. Retention periods are shown in our data flow chart ([link](#)).

Anyone who has supplied information to us has the right to access this information. The procedure for doing this is laid out in a separate document, NCCGB & Subject Access Requests ([link](#)).

This document will be reviewed annually by the NCCGB Board of Trustees and updated if necessary.

18.02.19.