

# Knot Another Choir CIO

## Privacy and cookie policy

This policy sets out how Knot Another Choir CIO (KACC) collects, uses and protects any information that you give to KACC.

KACC is committed to ensuring that your privacy is protected. Should KACC ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

KACC may change this policy from time to time.

### What data is collected

KACC may collect the following information: -

- Name
- Address
- Phone Number
- Email Address
- Any other information relating to the choir's activities
- Digital information such as photographic and video recordings of events

### What is the data used for

KACC use the data for the following reasons: -

- Managing membership
- Managing mailing and contact lists
- Collating information about possible concert venues
- Contacting potential new members of the choir
- Sending members bulletins using the email address provided. You may opt out of receiving these emails by contacting any of the trustees and asking them to unsubscribe you

### Security

KACC are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, KACC have in place suitable, physical, electronic and managerial procedures to safeguard and secure the information collected.

### **Third Parties**

We will not share any of your personal details with any other third parties without your agreement or allowed by law.

In general, the third party providers used by KACC will only collect, use, and disclose your information to the extent necessary to allow them to perform the services they provide to us. Any such providers are acting on our behalf, but we retain full responsibility for your data

### **Web Site and cookies**

When using the KACC website, our ISP may collect and store information about you, such as your IP address, which internet browser you're using, geographical location and how you use the KACC website. This information is not linked to any personal details and cannot identify you. The KACC website does this using cookies, which remember your preferences and help KACC to personalize the website for you and the browser that you're using. If you would prefer not to accept cookies, you may wish to change the settings in your internet browser so that they are refused. This should not affect your experience of using the website.

The website may contain links to other websites. Please note that these websites will have their own privacy policies and you should review these before supplying any data.

### **REVIEWING**

KACC will review this policy at least annually.  
The Privacy Policy is available on the KACC website.

**Reviewed : 14/01/2019**