



Privacy Notice

Our Dementia Choir – Privacy Notice (Updated 2026)

Introduction

Our Dementia Choir is committed to protecting the privacy and security of personal data. This Privacy Notice explains how we collect, use, store and protect personal information in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

What is personal data?

Personal data is any information relating to a living individual who can be identified directly or indirectly from that data. This includes names, contact details, photographs, and any information relating to a person's circumstances or identity.

Who are we?

Our Dementia Choir (Registered Charity No. 1187483) is the data controller. This means we decide how and why personal data is used.

Contact details:

admin@ourdementiachoir.com

Registered Address:
Our Dementia Choir
Mansfield Innovation Centre
Oakham Business Park
Hamilton Way
Mansfield
NG18 5BR

How we use personal data

We only collect information that is necessary, relevant and proportionate. We keep it secure, accurate and up to date, and we do not keep it longer than needed. We use personal data for the following purposes:

Applicants for Membership/Volunteering

- To contact you about the application and recruitment process.

Choir Members

- To administer your membership and participation in choir activities.
- To support your wellbeing and safety during rehearsals, events and performances.
- To promote the work of the Choir (where consent has been given for photos, videos or stories).

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Carers & Family Members

- To communicate about choir activities and support the choir member you accompany.
- To support your wellbeing and safety during rehearsals, events and performances.

Past Members/Family Members

- To inform you about opportunities to stay involved, including alumni events.

Suppliers, Contractors and Funders

- To manage our working relationship and administer payments or contracts.

Supporters and Event Attendees

- To manage bookings, provide event information, seek feedback and share future opportunities (in line with your communication preferences).

Everyone

- To maintain accurate records of consent and communication preferences.

We do not obtain personal data from third parties unless it is publicly available or you have given permission.

Our legal basis for processing

We process personal data under one or more of the following lawful bases in Article 6 UK GDPR:

- Consent – where you have given clear permission for specific processing (e.g., marketing, photography).
- Contract – to enter into or fulfil a contract with you.
- Legal obligation – to comply with charity, company, safeguarding, or HMRC requirements.
- Legitimate interests – to operate, promote and develop the Choir in line with our charitable objectives, provided this does not override your rights.

Where we process special category data (e.g., health information relevant to dementia support), we rely on:

- Article 9(2)(d) – processing by a not-for-profit body with appropriate safeguards; or
- Article 9(2)(a) – explicit consent.

Sharing your personal data

We only share personal data when necessary and proportionate. This may include:

- Trustees and authorised volunteers
- Choir staff
- Other choir members (for operational purposes, excluding contact details unless you choose to share them)

We only share data with third parties when:

- you have given consent, or
- we are legally required to do so.

How long we keep your personal data

We keep personal data only for as long as necessary, taking into account:

- Your relationship with the Choir (member, supporter, supplier, etc.)
- Our legitimate interests as a charity
- Legal obligations to retain financial, administrative and safeguarding records (typically 6 years)
- Any specific requests or consents you have given

Your rights

Under UK GDPR, you have the right to:

- Request a copy of the personal data we hold about you
- Ask us to correct inaccurate or outdated information
- Request erasure of your data where it is no longer required
- Withdraw consent at any time (where consent is the lawful basis)
- Request restriction of processing in certain circumstances
- Lodge a complaint with the Information Commissioner's Office (ICO)

Changes to this Notice

We review our data processing regularly. This Privacy Notice may be updated from time to time.

Contact

To exercise your rights or raise a query, please contact:

admin@ourdementiachoir.com