# **Privacy Policy**

This privacy statement sets out how The BIG Sing uses and protects any information that you give us.

The BIG Sing are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified you can be assured that it will only be used in accordance with this privacy statement.

The BIG Sing may change this policy from time to time by updating it on our website. You should occasionally check this page to ensure that you are happy with any changes.

# WHAT WE COLLECT

We may collect the following information:

- name
- contact information including email address, and telephone number if you provided it
- choir(s) you belong to and how you heard about The BIG Sing
- photos and videos for marketing and other purposes (please note: it is your responsibility to remove yourself to prevent inclusion in such photos/videos if you do not want to appear in them)
- date of birth if provided
- medical information if provided

# WHAT WE DO WITH THE INFORMATION WE GATHER

We will process your personal information for our legitimate business interests, which include some or all of the following:

- To keep internal records.
- To undertake statistical analysis
- To send regular email communication about The BIG Sing. You will always have the ability to decline future contact.
- To invite you to The BIG Sing hosted events that we think may be of interest to you.
- We specifically use photos and videos for social media and marketing material.

# **SECURITY**

We are committed to ensuring that your information is secure.

In order to prevent unauthorised access or disclosure we have put in place suitable managerial procedures to safeguard and secure the information we collect.

### **RETENTION**

We will not retain your information for longer than is necessary.

#### LINKS TO OTHER WEBSITES

Our website and social media pages may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement.

## **CONTROLLING YOUR PERSONAL INFORMATION**

You may choose to restrict our use of your personal information in the following ways:

- Whenever you are asked to fill in a form look for the boxes that you can click to indicate how you would like us to contact you.
- Electronic communications will contain an 'unsubscribe' link.
- If you would like to change your communication preferences or be removed from our database you can ask us at any time by emailing <a href="mailto:info@big-sing.com">info@big-sing.com</a> or calling us on 0333 366 1293.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you.

If you believe that any information we are holding on you is incorrect or incomplete, please write to us or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

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The BIG Sing Choir UK Limited: Registered Limited Company in England and Wales 09408868 Registered Address: 66 Sheepcote Drive, Long Lawford, Rugby, Warwickshire CV23 9FG info@big-sing.com

The BIG Sing is managed by From the Heart Productions Ltd

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