



## DATA PRIVACY NOTICE

### **1 Your personal data –what is it?**

Personal data relates to a living individual who can be identified from that data; Identification can be by the information alone or in connection with any other information in the data controller's possession or likely to come into such possession. From 25th May 2018, the possessing of personal data is governed by the General Data Protection Regulations (GDPR)

### **2 Who are we?**

Unlimited Voices Travel. (hereafter UVT), through its data controller (see contact details below), decides how personal data is processed (see Para. 3) and for what purposes. For the purposes of data protection law, the “controller” is Teresa Chapman. Individuals' contact details are held and used by UVT to administer UVT business and communicate with individuals on relevant matters.

### **3 How do we process your personal data?**

UVT complies with its obligations under the GDPR by keeping personal data up-to-date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

UVT uses personal data for the following purposes: -

- to administer Individuals records
- to promote the interests of the company
- to maintain its own accounts and records
- to process payments and refunds, including data for use in e-banking
- to inform individuals of news, tours, events, rehearsal details and schedules and other events likely to be of interest.

### **4 What is the legal basis for processing your personal data?**

The GDPR states that explicit consent of the data subject is required so that UVT can keep everyone informed of news, events, rehearsal details and schedules.

### **5 Sharing your personal data**

Personal data will be treated as strictly confidential. UVT will never share personal data with third parties other than vocal coaches or travel partners who are specifically required to maintain contact with you in pursuance of UVT’s tours, events and functions, without your

consent.

## **6 How long do we keep your personal data?**

UVT keeps personal data for as long as you remain with us unless you advise otherwise.

## **7 Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- the right to request a copy of your personal data which UVT holds about you
- the right to request that UVT corrects any personal data if it is found to be inaccurate or out of date
- the right to request your personal data is erased where it is no longer necessary for UVT to retain such data
- the right to withdraw your consent to the processing at any time
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing of data
- the right to lodge a complaint with the Information Commissioner's Office (see below)

## **8 Further Processing**

If UVT wishes to use your personal data for a new purpose, not covered by this Data Protection Notice, then UVT will provide you with a notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

## **9 Contact Details**

To exercise all relevant rights, queries or complaints, in the first instance please contact the Current Data Controller at [teresa@unlimitedvoices.uk](mailto:teresa@unlimitedvoices.uk) or Telephone 01609 781325.

The Information Commissioner's Office website is <https://ico.org.uk/global/contact-us/>