

# A HANDBAG OF HARMONIES

## PRIVACY POLICY

### INTRODUCTION

This privacy policy sets out how **A HANDBAG OF HARMONIES** uses and protects any information that you supply when you use our website or contact us in any way

**A HANDBAG OF HARMONIES** is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement

**A HANDBAG OF HARMONIES** may change this policy from time to time by updating this page. You should check this page occasionally to ensure that you are happy with any changes. This policy is effective from 25 May 2018

### SUMMARY

We only keep your contact details once you have been in touch to enquire about our choir, its activities, membership or day events. This information includes:

- Your contact details including email address, phone number and address if no email available
- Other information you supply relevant to any enquiry you make
- Our website uses cookies to anonymously gather visitor statistics and we automatically expire redundant information

### WHAT WE DO WITH THE INFORMATION

We require this information to respond to your enquiries and maintain the continuity of our choir, in particular for the following reasons:

For Choir members

- Internal record keeping to avoid duplication
- To send you information regarding membership of the choir, performance venues and arrangements and any other information relevant to your membership
- Accounts information for legal and audit purposes

For non-members

- To supply details and ticket information relevant to the choir's events and 'Handbag for a day' workshops for which you have requested details

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- Occasionally we may forward your information via email to other organising members of the choir if they are the relevant contact for any particular event

### SECURITY

We are committed to ensuring that your information is secure both electronically and in physical form.

In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online or in paper form. Current operating and virus checking systems are maintained with the latest updates

### COOKIES

We use Zen.co.uk via cPanel to anonymously compile web visitor statistics. Only 1000 page hits are recorded and the record is deleted on a rolling basis. cPanel is the hosting dashboard, and webserver for Zen.

### LINKS TO OTHER WEBSITES

Our website may contain links to other websites of interest. Once you have used these links to leave our site, you should note that we do not have any control over that other website.

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. You should exercise caution and look at the privacy statement applicable to the website in question

### THIRD PARTY SITES AND HOSTED SERVICES

**Email:** A HANDBAG OF HARMONIES uses Zen via cPanel to provide its email service. Email is retained on the hosting servers for 30 days and then automatically deleted. Email is securely stored and archived on A HANDBAG OF HARMONIES's central PC using Microsoft Outlook  
See [www.zen.co.uk](http://www.zen.co.uk)

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### CONTROLLING YOUR PERSONAL INFORMATION

We will not sell, distribute or lease your personal information. We will only use it to respond to any requests for information made by you. We will not forward your personal details to any third party unless we ask for your express permission to do so

In the unlikely event of any breach of your personal data, which might expose you to serious risk, we will notify you promptly

You may request details of personal information which we hold about you. If you would like a copy of the information held on you please [click here](#) to contact us

If you believe that any information we are holding is incorrect or incomplete, please contact us. We will promptly correct any information

### COMPLAINTS ABOUT HOW YOUR DATA IS USED

You have the right to take any complaints about how we process your personal data to the Information Commissioner

Email: <https://ico.org.uk/concerns>

Telephone: 0303 123 1113

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

### HOW CONTACT US

At any time you may contact us to ask what information we hold about you, correct any details or request deletion of your details

Address: A HANDBAG OF HARMONIES  
c/o 20 School Lane  
Guilden Sutton  
Chester  
CH3 7ET

Phone: 01244 301501

Email: [info@ahandbagofharmonies.co.uk](mailto:info@ahandbagofharmonies.co.uk)

Website: [www.ahandbagofharmonies.co.uk](http://www.ahandbagofharmonies.co.uk)