

SCHOLA

Cantorum of Oxford

Patrons: John Mark Ainsley, Lord Armstrong of Ilminster GCB CVO, Dame Liz Forgan DBE,
Lázló Heltay, Dame Emma Kirkby DBE, Stephen Maddock OBE,
Andrew Parrott, Christine Rice, Roderick Williams OBE

Conductor: Steven Grahl

Data Protection Statement: Schola Cantorum of Oxford

This statement explains how the Schola Cantorum of Oxford (“we” and “our”) handles and uses data we collect about our alumni, our past, current and future supporters, and those who have requested to be on our mailing lists (“you” and “your”). In broad terms, we use your data to keep in touch with you as alumni and past, current and future supporters, in order to keep you apprised of our activities and developments, to provide services to you, and to identify ways in which you can support us, through donations and/or other forms of financial and non-financial support.

How your data is used by Schola Cantorum of Oxford

Your data is used by us for alumni relations, communications and fundraising purposes. This includes:

- Distribution of our e-newsletter
- Promotion of concerts
- Promotion of alumni events
- Appeals and requests for donations

Communications to you may be sent by post, telephone or electronic means, depending on the contact details we hold and the preferences expressed by you about the types of communications you wish to receive.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us.

What data is held by Schola Cantorum of Oxford?

We store information in the CRM application Salesforce (www.Salesforce.com) . Access to Salesforce is password-controlled and we do not keep any paper records.

Most records contain:

- Your contact details including your preferred e-mail and/or postal address, and telephone number
- [for current and former members of the choir] Details of your voice part, Oxford University College, and the dates you sang in Schola
- Unique personal identifiers (e.g. date of birth)

Where provided by you, or obtained from reputable sources, we also record:

- Your communication preferences
- Your attendance of our past events
- Donations made by you to Schola Cantorum of Oxford
- Other contact with us since you left the choir
- Your key relationships with other alumni or supporters of the Schola Cantorum of Oxford
- Your career highlights and other life achievements
- Personal data provided by you for a specific purpose or purposes (for example, any special access arrangements, catering preferences or event management)

When Schola Cantorum of Oxford shares your data with others

Schola Cantorum of Oxford will never share your data with any third party without seeking your explicit consent.

We will not sell your personal data to third parties under any circumstances.

We facilitate communication between individual alumni, but in doing so we will not release personal contact details without prior permission.

Your rights

The legal basis for processing your personal data is your consent, where you have provided this, and otherwise our legitimate interest.

You have the right to withdraw your consent at any time by contacting mail@schola-cantorum.net or by calling +44 7879 405525. There is no statutory or contractual requirement for you to provide us with any personal data.

In addition to the rights outlined above, you have the right to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your data electronically to a third party (data portability).

We will retain your data indefinitely or until you request us to do otherwise. We will publish on our website any changes we make to this data protection statement and notify you by other communication channels where appropriate.

You have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Questions and further statutory information

The controller for your personal data is Schola Cantorum of Oxford. Schola Cantorum of Oxford's Data Protection Officer, Lucinda Cox, is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, and can be contacted at mail@schola-cantorum.net.

Please contact us if you have any concerns or questions about the above information. Where you have specific requests relating to how we manage your

data, we will endeavour to resolve these, but please note that there may be circumstances where we cannot comply with your specific request.

Where you opt out of all future communications or exercise your right to erasure, we will continue to maintain a core set of personal data (name, voice part, SCO dates, unique identification number and date of birth) to ensure we do not contact you inadvertently in future, while still maintaining our record of your membership of Schola Cantorum of Oxford. We may also need to retain some financial records about you for statutory purposes (e.g. Gift Aid, anti-fraud and accounting matters).

If you have any concerns about your personal data held by the University of Oxford, you will need to contact the University separately.