

# Junction 14 Ladies A Cappella

## Privacy Policy

This privacy policy sets out how Junction 14 Ladies A Cappella uses and protects any personal data we collect from you, or that you provide to us. Junction 14 Ladies A Cappella is committed to ensuring that your privacy is protected.

Junction 14 Ladies A Cappella may change this policy from time to time by updating the relevant web page. You should check this page from time to time to ensure that you are happy with any changes.

Junction 14 Ladies A Cappella is not established or provided for profit and is exempt from the obligation to notify the [Information Commissioners Office](#).

### How we collect information

We may collect information from you in the following ways:

- When you sign up for membership.
- If you register for events.
- If you contact us with enquiries and comments.
- If you complete a survey.
- Through our use of Social Media widgets such as Twitter and Facebook.

### What we collect

If you take one of the steps mentioned above, we may collect and process personal information about you such as:

- Name.
- Contact information including email address.
- Demographic information such as postcode, preferences and interests.
- Other information relevant to member events and activities or to support the health and safety of individuals.

### What we do with the information we gather

We use this information to provide you with a better experience, and in particular (but not exhaustively) for the following reasons:

- internal administration e.g. maintaining membership lists or a list of people attending an event.
- periodically sending or forwarding emails about news, events, products, special offers or other information that we think you may find interesting, using the email address which you have provided.

- if you have given your consent as a member, sharing your contact details with other members.
- if you register for one of our events and are not a member we may share your name but not contact details with others who have registered or are attending the event and with our own members.
- to store your information electronically (password protected) or securely in paper format.
- to comply with applicable laws.

## **Controlling your personal information**

We will not pass on your personal information to third parties unless we have your permission or are required by law to do so. If you believe that any information we are holding on you is incorrect or incomplete, please let the Membership Secretary know as soon as possible. We will promptly correct any information found to be incorrect.

## **Links to other websites**

Our website may contain links to other websites of interest. However, you should note that we do not have any control over these websites. If you follow a link to another website, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## **Cookie policy**

We use cookies on our websites so that they can function effectively. Our websites also use Twitter and Facebook widgets on the homepage. These widgets use third-party cookies to log that you have visited the J14LAC site. You can read the their Privacy Policies, particularly the sections on Widget Data, to find out how these cookies are used. Cookies can be prevented by opting out of third party cookies in your browser settings as normal.

## **Your rights**

Should you require further information regarding your rights under the Data Protection Act 1998, this may be obtained from the [Information Commissioner's Office](#)

## **Your responsibilities**

Members are required to treat others' personal information with respect, safeguard any printed information they are given, keep their passwords safe and not to share others' details without their permission.