

SALISBURY MUSICAL SOCIETY

www.salisburymusicalsociety.org.uk

Registered Charity No 266461

Members' Handbook

(Incorporating the Rules of the Society)

Revised & updated May 2018

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INTRODUCTION

1.1 This Handbook has been produced by the Committee to provide information about the administration of the Society and the performances given by the Choir. It includes within the text Rules which have been made by the Committee under the authority given by the Society's Constitution which was adopted by the members at the Annual General Meeting held on 10 October 1999 and modified at the AGM on 2 October 2007.

1.2 Copies of the Constitution have been made available to all members through the Society's web-site. It establishes the Society as a legal entity; sets out the objects and provides for membership; gives a formal framework for the management and administration of the Society and incorporates all the provisions required by the Charity Commission to maintain the Society's charitable status. As a document of reference, the Constitution is more likely to be of concern to members of the Committee rather than the general membership.

1.3 In contrast, this Handbook deals with practical matters directly affecting Performing Members and in particular it incorporates the Rules with which Performing Members are required by the Constitution to comply.

1.4 If any Member requires any explanation or further information concerning the matters covered in this Handbook any member of the Committee will be pleased to help.

1.5 Performing Members will be notified of any amendments made to these Rules by the Committee. The latest version of this Handbook shall be available through the Society's web-site.

1.6 In the event that any question arises as to the intention or meaning of any rule, the interpretation of the Committee shall prevail.

1.7 The Society now has a web site (www.salisburymusicalsociety.org.uk) which carries much of the information in this Handbook. Members should regularly consult the **Members Message Board** (found under the **Membership** menu on the website) for rehearsal and concert updates and other messages for members.

SEASON OF CONCERTS

2.1 The Season starts in September and normally ends in the following July. Dates of Concerts for the following Season will be advised to Performing Members before the close of the current Season.

2.2 There are usually three major concerts during the Season, each performed on a Saturday. The Committee may arrange other musical events at any time whether or not during the normal Season.

2.3 The works to be performed at each concert will be selected by the Committee after receiving proposals from the Music Sub-Committee. Performing Members will be invited to propose works for performance. These works will be considered by the Music Sub-Committee in drawing up balanced programmes.

2.4 The programme of concerts for a given Season will be presented at the Annual General Meeting of the preceding Season for approval by the membership. If the Performing Members do not approve the Committee's proposal then the Committee shall bring new proposals to an Extraordinary General Meeting in not more than six weeks' time.

PERFORMING MEMBERSHIP

Qualification

3.1 Performing membership is only open to persons who can provide evidence of their musical ability. The Conductor on behalf of the Committee will require to be satisfied as to the quality of the voice, capacity to read music and the suitability of the individual applying for performing membership having regard also to the need for a properly balanced Choir. In the event of there being no current vacancy following an otherwise acceptable audition the potential member's name will be added to a waiting list to be held by the Secretary.

3.2 Every Performing Member will thereafter be required to have a voice test on such occasions (normally every five years) as required by the Committee. The result of the re-audition will be notified to the Performing Member within 24 hours with one of the following outcomes:

Green – musical ability is at required standard. Next re-audition to take place in five years' time.

Amber – musical ability is currently at the required standard, but the Performing Member is unlikely to pass their next audition. They will be required to have another re-audition after two years for further assessment. Some private coaching is recommended.

Red - if, in the opinion of the Conductor, a Performing Member's musical ability has fallen below the standard required, he or she shall cease to be a Performing Member of the Society at the conclusion of the then current Season and will receive confidential notice of this.

Subscriptions

3.3 The Constitution provides that the Annual Subscriptions of Performing Members shall be determined by the Committee. They are payable on 1 October. Subscriptions must be received not later than 1 November or membership may be terminated. The Subscription to be paid by persons joining the Society after the start of the Season will be reduced pro rata depending on the number of major concerts during membership in the first year.

3.4 For ease of administration Performing Members are requested to arrange for payments to be made by Standing Order. For those using cheques, cheques in payment should be made out in favour of 'Salisbury Musical Society'. The ability to pay by card or PayPal account will be offered from October 2018.

3.5 Whatever method of payment is used, Members of the Society who are UK taxpayers can assist the Society by signing a simple Gift Aid declaration form available on the website or from the Treasurer. This will enable the Society to claim back tax at the standard rate, at no cost to the member. The form need only state the member's name, house number or name and postcode, and declares that the individual is a UK taxpayer, paying sufficient income or capital gains tax to cover all donations made. It is no longer permissible by HMRC ([see para 3.37.10 in their guidance here](#)) for a partner or spouse to claim Gift Aid in respect of membership subscriptions paid on behalf of their partner or spouse.

3.6 Performing Members who find it difficult to pay their Annual Subscription should consult the Treasurer in confidence. Arrangements can then be made for an agreed method of payment by instalments. Financial difficulties should not be a bar to membership.

Rehearsals

3.7 Regular rehearsals for the three major concerts during the Season will usually be held on Tuesday evenings at the South Wiltshire Grammar School for Girls (SWGS), Stratford Road, Salisbury. From time to time, another rehearsal venue will be used, when the SWGS school hall is not available. Such venue changes will be notified to Performing Members well in advance and will also be posted on the website. Rehearsals begin at 7.30pm and are scheduled to finish at 9.30pm including a short interval. In addition, rehearsals are normally held at the Concert venue (Salisbury Cathedral in most cases) on the Friday evening and Saturday afternoon preceding a performance. The Saturday afternoon rehearsal is usually the first opportunity to rehearse the work or works with the orchestra and is, therefore, vital. All those intending to sing in the concert must attend this rehearsal.

3.8 The Committee may require additional rehearsals to be held at such place and time as the Committee shall notify to Performing Members.

3.9 The Society has in place arrangements for cancelling rehearsals in the event of inclement weather. Performing Members should ensure that they are fully aware of these arrangements. Any inclement weather information will also be on the website.

3.10 Arrangements for rehearsing works for other musical events will be notified to Performing Members when the relevant programme has been decided by the Committee.

3.11 The Conductor will specify a minimum number of rehearsals for a particular performance which Performing Members are required to attend. Any Performing Member who fails to attend this minimum number of rehearsals will be excluded from participating in the relevant performance unless the Chairman accepts that the Performing Member knows the work well and that there are extenuating circumstances which led to the missing of rehearsals. Performing Members who do not attend the Saturday afternoon rehearsal with the orchestra on the day of a performance, without the prior agreement of the Chairman, will not be able to participate in the concert.

3.12 The Committee shall provide Registers by voice part at all rehearsals, including those in the Cathedral, which must be ticked by those Performing Members in attendance. The Registers will confirm minimum attendance and be used for roll call purposes in the event of an emergency.

3.13 Patrons and invitees of the Committee may attend any rehearsal.

Performances

3.14 In the interests of maintaining Choir balance and standards, Performing Members (except those excluded by the Committee) should make every effort to participate in all performances.

3.15 A Performing Member who is unable for any reason to participate in a performance is asked to notify the Secretary by the first rehearsal of the current work.

3.16 In the absence of special circumstances Performing Members failing to rehearse and perform regularly may be asked to re-audition.

3.17 The Society's objective is to perform to the highest possible standard and to provide its audience a concert to professional standards. It therefore pays attention not only to the musical arrangements but also to the overall visual impact of the Choir's presentation. Performing Members are expected to have their music marked to ensure proper platform discipline especially as regards standing and sitting.

Dress

3.18 The dress for all Performing Members is:

For Ladies:

- Full length black skirt or long black trousers
- White blouse with shirt-style collar and long sleeves
- Black jacket or cardigan
- Black shoes and tights
- No obtrusive jewellery

For Gentlemen:

- Black dinner jacket and trousers
- White shirt
- Black bow tie
- Black shoes
- Black socks

3.19 Any Performing Member failing to comply with this dress code may at the discretion of the Committee be excluded from participating in the Performance.

Tickets

3.20 Tickets for performances by the Society will be on sale as advised by the Ticket Manager. Performing Members are expected to assist the Society by publicising concerts and by selling tickets. Tickets may be purchased from the Ticket Manager and from Salisbury Playhouse Box Office. Commission is paid on sales by the latter and Performing Members are encouraged to buy from the Ticket Manager wherever possible. The facility to buy tickets through our website is currently in the pipeline.

3.21 The Committee may issue Complimentary Tickets for performances to any person not being a member of the Society. It will also encourage, and where necessary, approve, block bookings at reduced rates for schools and other organisations/groups.

Vocal Scores

3.22 Performing Members not having their own copies of Vocal Scores may buy or hire copies from the Librarian. Hired copies must be returned to the Librarian by the notified time. Marks must only be made in copies with soft pencils. Those using hired copies are expected to rub out any marks made before returning their copy to the Librarian. The facility for hiring copies may be removed from any Performing Member who repeatedly fails to meet these requirements.

3.23 The Librarian may at his/her discretion purchase new copies of scores to replace any not returned to him/her by the due date, in order to be able to return a full set of scores to the source from whom it has been borrowed. The Performing Members who did not return copies on time will be charged for the purchase but will be allowed to keep the scores they did not return.

3.24. The Committee may recover any additional charges made by lenders for the late return of copies from the individual Performing Members whose late return of their copies after a concert was responsible for the additional charge.

3.25 Unless otherwise advised by the Committee, performances will be made with vocal scores in approved SMS Folders. Folders may be purchased from the Society.

Cessation of Performing Membership

3.26 A Performing Member wishing to resign from the Society shall give notice of the date of resignation in writing to the Secretary.

3.27 The compulsory retirement of Performing Members who fail to meet the required musical standard is dealt with in Section 3.2 above.

3.28 The Constitution authorises the Committee to terminate the membership of any Performing Member of the Society provided the Committee is unanimous and there is good reason. There is a right of appeal to the Committee. The circumstances under which termination may have to be considered include:

- a. failure to pay the Annual Subscription within one Calendar month of the due date without reasonable cause;
- b. repeated disregard of the Rules of the Society.

3.29 Termination of Performing Membership shall take effect upon such date as the Committee shall determine having regard to that Performing Member's right of appeal and the Committee shall notify the Performing Member in writing accordingly.

3.30 The Society survives and maintains its high standards by refreshing its Performing Membership and ensuring that new singers join on a regular basis. It is essential that potential new Performing Members are not prevented from joining by a lack of opportunity. Existing Performing Members have a duty to consider the Society as a whole and review as a matter of course their ability to fulfil their wider obligations to the Society and, where appropriate, consider retiring outside the normal re-auditioning cycle.

Other matters

3.31 At most rehearsals it is necessary to put out and replace chairs which the Society uses. Performing Members are encouraged to help with both these tasks. Occasionally exam tables will also need to be re-positioned.

3.32 It is the custom of the Society to offer hospitality to members of orchestras who come to Salisbury to accompany us. This hospitality normally involves giving the orchestral player(s) a meal and a room to change in between the afternoon rehearsal and the evening performance. Members are encouraged to volunteer to act as hosts in this way.

3.33 Although the primary purpose of the Society is musical, social and fund-raising events are organised from time to time, and Performing Members are encouraged to take part in these. Fund raising helps to keep down the cost of subscriptions, and social events give Performing Members the opportunity to get to know each other. The Committee believes that social events can add to the corporate identity of the Choir and improve its performances.

Safety

3.34 Performing Members are asked to familiarise themselves with Health & Safety and Fire evacuation procedures used at rehearsal venues and at the concert venue (usually the Cathedral).

PATRONS

4.1 The Committee welcomes as a Patron or Life Patron any person who wishes to support the Society other than as a Performing Member. Performing Members may also be Patrons.

4.2 Patrons and Life Patrons are full members of the Society entitled to attend and vote at General Meetings of the Society and to attend as spectators any rehearsal of the Performing Members.

4.3 The Constitution provides that the Annual Subscription of Patrons and the lump sum payable by Life Patrons shall be such amounts as may be determined by the Committee. The current amounts payable are:

by new Patrons - not less than a quarter of the Annual Performing membership fee (£30 per person)

by new Life Patrons - a lump sum of not less than three times the Annual Performing membership fee (£400).

4.4 Annual Subscriptions fall due on 1 October and must be received by the Society not later than 1 November. Lump sum payments must be received by the Society at the same time as the application for membership as a Life Patron.

4.5 For ease of administration Patrons are requested to arrange for payments to be made by Standing Order, online banking or card, rather than cheque. For those using cheques, cheques in payment should be made out in favour of 'Salisbury Musical Society'.

4.6 Whatever method of payment is used, Patrons who are taxpayers can assist the Society by signing a simple Gift Aid declaration form. This will enable the Society to claim back tax at the standard rate, at no cost to the Patron. The form need only state the Patron's name, house number or name and postcode, and declares that the payment has been made from taxed income. It is no longer permissible by HMRC ([see para 3.37.10 in their guidance here](#)) for a partner or spouse to claim Gift Aid in respect of membership subscriptions paid on behalf of their partner or spouse.

4.7 A Patron wishing to resign from the Society shall give notice in writing to the Secretary of the date of resignation and shall cease to be a member with effect from that date.

THE COMMITTEE

5.1 The Committee is responsible for the proper management and administration of all the activities of the Society.

5.2 The Committee consists of three Officers and six Ordinary Members who manage the Charity. All Committee members are required to meet the “fit and proper” requirements of the Charities Commission, and should inform the committee should they cease to meet these requirements. It may in addition co-opt up to seven additional members who do not have voting power. The Committee is authorised to invite any person to attend Committee meetings in an advisory capacity.

5.3 The Officers are the Chairman, the Secretary and the Treasurer. They are elected or re-elected annually at the Annual General Meeting of the Society, which is held in October. The duties of the Officers are described in Annexes A, B & C.

5.4 Ordinary members normally serve on the Committee for up to three years. They are elected annually at the Annual General Meeting. An Ordinary Member who has served for three consecutive years is not eligible for re-election as an Ordinary Member until after a break of one year.

5.5 Ordinary meetings of the Committee will normally be held on at least four occasions during the Season. Special meetings may be convened by any Committee member and must require the Secretary to give notice of a special meeting to all concerned.

5.6 Committee meetings will normally be chaired by the Chairman of the Society. In the Chairman’s absence the chair will be taken by either of the other Officers. If the Secretary acts as Chairman then an acting Secretary may be appointed for the meeting. Committee meetings must have at least one officer present.

5.7 The President or any Vice-President if present at a meeting may be invited to take the chair but is not entitled to vote. In the event that there is an equality in the votes with the President or a Vice-President in the chair then the Chairman of the Society, if present, shall exercise a second or casting vote. If the Chairman of the Society is not present then the matter voted upon shall be adjourned until the next meeting.

5.8 Within fourteen days of the completion of the Annual General Meeting the elected Committee will meet to:

- a: appoint or reappoint co-opted members of the Committee and confirm their respective roles;
- b: confirm the names of the persons to whom there is a standing invitation to attend the meetings in an advisory and non-voting capacity. This list will include the conductor;
- c: establish the Sub-Committees and nominate their Chairmen, Secretaries and members. (see Section 6.1)
- d: establish signature of ‘fit and proper’ form for all new Committee members.

5.9 The first meeting of the full Committee shall consider as an Agenda item an outline plan of the whole Season’s activities.

5.10 The Secretary of the Committee will notify the Committee seven days in advance in writing of the date, time, place and Agenda for any Committee meeting.

5.11 The Secretary will produce Minutes of Committee meetings to be signed by the Chairman at the next Committee meeting subject to any amendments required by the Committee. The Minutes shall be provided at least seven days prior to the next Committee meeting.

5.12 A copy of the Minutes of any Committee meeting shall be available to Members on request, subject to expurgation of any parts which might be confidential.

5.13 Obligations of Committee members include the following:
a: to attend wherever possible the Committee meetings
b: if unable to attend then to provide where relevant a written report for consideration by the Committee.

5.14 If a Committee member is consistently unable to attend Committee meetings then he/she may be asked to resign.

Part Representatives

5.15 The Society shall have Part Representatives for the following groups:
1st soprano; 2nd soprano; 1st alto; 2nd alto; tenors and basses. The part representative must represent his/her own voice part.

5.16 The role of a Part Representative is:
a. to welcome new members and ensure that they know 'the nuts and bolts' - who is the Chairman, Treasurer, Secretary and Librarian, how music is ordered, where the other rehearsal locations are, etc.;

b. to ensure that they are introduced to people and have somewhere to sit - which may mean sitting with them for a few weeks, until they get to know others;

c. to act as a sounding board for members who may not know who the Committee members are, and to bring matters forward to the Committee as necessary;

d. to keep an eye on those who miss rehearsals to see if there is a particular reason or problem;

e. to confirm to the Secretary (or his/her deputy) in the event of an emergency evacuation that the members of their voice part are accounted for;

f. to assist the Committee in the efficient running of the choir;

g. to ensure they are familiar with the website and how to access it.

5.17 Part Representatives will be appointed annually by selection from the singers involved (who may vote, elect by popular acclaim, draw lots, or whatever suits them). This would be done before the Annual General Meeting, with the chosen Representatives confirmed formally at the Annual General Meeting.

5.18 A Committee member may be appointed as a Part Representative, but Part Representatives will not automatically become members of the Committee. An Officer of the Committee may not be a Part Representative.

5.19 The Committee shall fill any vacancy for a Part Representative as soon as possible.

SUB-COMMITTEES

6.1 The Committee may establish Sub-Committees and select for each of them a Chairman, a Secretary, and the members, for whatever period the Committee shall decide. The names of members of Sub-Committees are to be made known to members of the Choir via the Society Notice Board and the website.

6.2 A Sub-Committee shall meet at such date, time and place as its Chairman shall decide. The Secretary of a Sub-Committee shall give all its members at least seven days' notice of each of its meetings.

6.3 The Secretary of each Sub-Committee shall make a record of all decisions made at each meeting and shall provide copies to members of the Sub-Committee and to the Chairman of the Society as soon as possible after the meeting.

6.4 Decisions at meetings of Sub-Committees shall be made by a majority of not less than two thirds of the votes cast. In the event of no majority the matter shall be referred back to the main Committee. A quorum for meetings of a Sub-Committee shall be two thirds of the number of members entitled to attend and vote.

6.5 The Committee has now established four Sub-Committees: Music, Social, Concert and IT. Roles for these are in Annex D.

FINANCES

7.1 Only those members specifically authorised by the Committee may incur expenditure on behalf of the Society. Unauthorised payments will not be reimbursed.

7.2 The duties of the Treasurer are in Annex C. He/she has overall authority for running the financial affairs of the Society on behalf of the Committee and all matters of finance should be referred to him/her.

7.3 Any banking or savings accounts held by the Society shall be set up so that at least two signatures are required for withdrawal, one of which should be that of the Treasurer.

INDEPENDENT EXAMINER

8.1 As required by the Constitution and relevant legislation, an Independent Examiner will be appointed at each Annual General Meeting of the Society to examine and report on the Annual Accounts of the Society for the then current financial year.

8.2 In the event of a casual vacancy occurring, the Committee shall appoint an Independent Examiner to serve until the conclusion of the next following Annual General Meeting.

Annex A – Role of the Chairman

The Chairman shall

- A1. Ensure that the Society conducts itself in accordance with its Constitution and any Rules.
- A2. Be responsible on behalf of the Committee for the day to day running of the Society.
- A3. Take the Chair at all Committee meetings, Annual General and Extraordinary General Meetings.
- A4. Ensure the timely agreement of future programmes.
- A5. Ensure the timely arrangement of all matters concerning the organisation of concerts.
- A6. Ensure that arrangements are made for the production of the Annual Report.
- A7. Consider in Committee proposals for fund raising, social events etc and co-ordinate the organisation of those events which are approved.
- A8. Ensure the proper running of rehearsals, co-ordination of announcements, and the preparation and restoration of rehearsal facilities.
- A9. Keep the membership informed of Society matters and Committee activities.
- A10. Arrange for the representation of the Society at relevant external meetings.
- A11. Ensure that arrangements are made for an Annual General Meeting for the Society, and for the appointment of the Officers and Ordinary members of the Committee.
- A12. Represent the Society as and when required in its dealings with third parties.
- A13. Promote the Society and its interests in the community at large.

Annex B – Role of the Secretary

The Secretary shall

- B1. Maintain records of Performing Members to include:
 - Name/voice/date joined/address/e-mail address/telephone number.
- B2. Maintain address list and e-mail address list of Performing Members/issue amendments.
- B3. Maintain details for re-auditions for Performing Members.
- B4. Maintain records of Patrons.
- B5. Produce Agendas for and Minutes of Committee Meetings.
- B6. Produce rehearsal schedule for each Season.
- B7. Book hall for rehearsals for each Season.
- B8. Book Concert venue 2 years in advance.
- B9. Book orchestra.
- B10. Maintain list of works performed.
- B11. Produce list of suggested works from Performing Members for Sub-Committee.
- B12. Provide information for “Music in Salisbury” each Season.
- B13. Make arrangements for the annual re-auditions.
- B14. Assemble the relevant items/reports for the Annual Report, produce and arrange printing.
- B15. Produce Registers by voice for rehearsals.
- B16. Maintain notice board, to include inclement weather information
- B17. At beginning of Season provide each Performing Member with:
 - Annual Report and Statement of Accounts; Treasurer’s letter; Subscription envelope; and any other relevant leaflets, where possible in electronic form
- B18. Provide new Performing Members with a Pack containing:
 - Constitution; Members Handbook (Rules); Annual Report and Statement of Accounts; Rehearsal Schedule; Treasurer’s letter; Gift Aid Form; Subscription envelope; Emergency Procedure (Cathedral); and any other relevant leaflets, providing as much as possible in electronic form to reduce printing and postage costs.
- B19. Concerts:
 - write to soloists requesting CV, confirmation of fee, and any hospitality and complimentary ticket requirements
 - provide conductor and stage manager with numbers by voice singing in concerts
 - arrange with Vergers for urn for coffee/tea for Orchestra in N Transept. provide provisions for Saturday afternoon rehearsals.
- B20. Annual General Meeting:
 - Produce nomination papers; ballot papers; ‘fit and proper’ form for nominees, brief for Chairman; record and produce Minutes.
- B21. Patrons:
 - At beginning of each Season provide each Patron with:
 - Annual Report and Statement of Accounts; Music in Salisbury leaflet
 - Send a letter/form for Priority tickets for each concert.
- B22. General:
 - Deal with Society correspondence as required.

Annex C – Role of the Treasurer

The Treasurer shall

C1. Conduct the financial affairs of the Society on behalf of the Committee in a business like fashion and in accordance with the Constitution and Rules of the Society and in accordance with the requirements of the Charities Commission. This will include collecting in subscriptions and patron fees, chasing outstanding sums and settling all concert and other accounts in a timely manner.

C2. Recommend to the Committee, and seek approval at the AGM, for subscription levels for the following Season.

Notify members in advance of subscription levels.

Maintain a record of subscriptions paid, concert and other receipts and payments.

C3. At the end of each Season prepare a Statement of Accounts and arrange for their examination. Present the accounts to the Society at the AGM.

C4. At the first meeting of the Committee in a new Season recommend to it the honoraria for the Conductor(s), Accompanist(s), and any voice trainer, and the Conductor's fee for the Season's concerts.

C5. Apply for guarantees or grants where appropriate.

C6. Arrange for appropriate insurance cover and Performing Rights payments.

C7. Prepare statements of accounts for specific functions/events.

C8. Recommend to the Committee budgets for concerts and ticket prices for the coming Season.

C9. Arrange retiring collections at concerts.

C10. Be the link between SMS and the National Federation of Music Societies (Making Music).

C11: Be the link between SMS and the Charities Commission and ensure that all returns to them are completed as required by them.

C12. Claim from HMRC on behalf of the Society any Gift Aid relief due

Annex D – The Sub-Committees and Concert Manager

Music Sub-Committee

The role of this Sub-Committee is:

1. to encourage and gather suggestions from all Performing Members of the Society for works to be performed by the Choir;
2. to consider those suggestions and produce recommendations for the programme for the Season after the current one;
3. to submit its recommendations to the Committee by not later than the end of July of the current Season.

Social Sub-Committee

The role of this Sub-Committee is:

1. to make arrangements for any social events which take place during the Season;
2. to liaise with all third parties concerned in or with the social event;
3. to organise all ticket and fund-raising activities associated with the event.

Concert Manager

The role of the Concert Manager is:

1. to make all the arrangements for the performance of concerts and other musical events;
2. to liaise with all third parties concerned in or with the concert or other musical event;
3. to organise, and where necessary enforce, Choir seating arrangements;

IT Sub-Committee

The role of this Sub-Committee is:

1. to keep the website up to date, compliant and secure
2. to enhance the website as directed by the Committee
3. to support other committee members in using website and email tools for the efficient management of the Society

Annex E - General Data Protection Regulation (GDPR)

The Society holds a certain, minimal amount of data on each member and rehearsing member. This is basically a data-base of names, physical and electronic addresses, telephone numbers, Gift Aid status, voice and audition/re-audition years and attendance registers. This Annex describes the policy adopted by the Society in the handling of these data in the light of the General Data Protection Regulation (effective 25 May 2018).

Structure

The Data Controller within the Society is the Treasurer. In his/her absence the Secretary will undertake the role. Electronic and physical data on each member are held by both Officers in secure files. In addition, your personal data are available (to you only) in your personal area on the Society's website.

Aim

The aim of GDPR is to protect you against privacy and data breaches.

Rights

GDPR provides you with rights as a "data subject", about which you should be aware:

- a. If any of your data are compromised by the Society, both you and the Information Commissioner's Office (ICO) should be informed within 72 hours.
- b. As a member, you have the right to access your personal data. These are held in secure files. Members can access what data are held in their personal area on the Society website. On request a free copy of their personal data will be supplied in electronic format.
- c. You have the right to have your data erased. In the event of you leaving the society, your data will be removed in its entirety, with the exception of Gift Aid declarations, which we are legally obliged to hold for 6 years from the last donation.
- d. **Consent** The Society can only hold your data with your express consent. Voluntary membership cannot imply your consent to have your personal data held by the Society by default. You have to actively agree to have personal data held by the Society. This is why we send you "Express consent" forms to ensure that you are happy for the Society to hold your data, including your email address.

Obligations

The Society only holds data necessary to conduct its business.

- Contact details are held for organisation of concerts, rehearsals etc.
- Attendance registers and audition records are held to support good administration.
- Gift Aid data are held to help manage the Society's finances, and its obligations to HMRC.

To prevent unauthorised access, maintain data accuracy and to ensure the correct use of information, we have put in place appropriate physical, electronic and managerial procedures to safeguard and secure the information we hold about you.

In the event of access requests etc, in order to protect your privacy and security, the Society will also take reasonable steps to verify your identity.