



## Privacy Policy

The Choral ensemble VOCES8 is a part of the VOCES8 Foundation and we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [thomas@voces8.foundation](mailto:thomas@voces8.foundation) or by writing to VOCES8 Foundation, The VOCES8 Centre, St Anne & St Agnes Church, Gresham Street, London, EC2V 7BX, UK.

### Who are we?

We're The VOCES8 Foundation, a music education foundation that focuses on inspiring people through music. Making up the foundation are the two vocal groups VOCES8 and Apollo5, the VOCES8 Centre and a number of individual

educators including founder and CEO Paul Smith. VOCES8 Foundation is a registered charity (no. 1126785). The registered address is The VOCES8 Foundation, VOCES8 Centre, St Anne & St Agnes Church, Gresham Street, London, EC2V 7BX.

## **How do we collect information from you?**

We obtain information from you when you make a donation, subscribe to our mailouts, join our friends programmes and purchase tickets/other merchandise. This can be done electronically, in writing and verbally.

## **What type of information is collected from you?**

The personal information we collect might include your name, postal address or email address. If you make a donation or purchase tickets from us online, your payment card information is not held by us, it is collected by our third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions, as explained below.

## **How is your information used?**

If you have purchased tickets or merchandise from us, we will use the information provided to process your order. We might then email you regarding similar products (under Article 6 (1f) of REGULATION (EU) 2016/679).

If you have made a donation, we will use your information to process said donation and where indicated claim gift aid (under Article 6 (1c) of REGULATION (EU) 2016/679).

If you have joined one of our 'Friends' programmes, we will use your information to process your subscription and to send you the communications that are part of your subscription (under Article 6 (1b) of REGULATION (EU) 2016/679).

We will also use your email address to send you communications that you have opted to receive and to which you have given affirmative consent (under Article 6 (1a) of REGULATION (EU) 2016/679).

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information until otherwise requested by you, to fulfil our statutory obligations (for example the collection of Gift Aid). We will hold your personal information on our systems for as long as is necessary for the relevant activity.

## **Who has access to your information?**

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

When purchasing tickets/merchandise through online pages, your purchase is processed by a third party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us. **Your choices**

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct marketing emails from us, then you can select your choices by ticking the relevant boxes on the forms from which we collect your information.

We will not contact you for marketing purposes by email or phone unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by contacting us by email at [thomas@voces8.foundation](mailto:thomas@voces8.foundation).

If you ask us to delete your records we will destroy all of your personal information that we hold on our files.

## How you can access and update your information

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: [thomas@voces8.foundation](mailto:thomas@voces8.foundation), or write to us at: VOCES8 Foundation, The VOCES8 Centre, St Anne & St Agnes Church, Gresham Street, London, EC2V 7BX.

You have the right to ask for a copy of the information VOCES8 Foundation holds about you.

## Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

## **16 or Under**

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

## **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in April 2023.