



DATA Policy

1.0 The Hymn Society of Great Britain and Ireland (HSGBI)

- 1.1 Registered charity no. 248225
- 1.2 Contact details:
 - 1.2.1 Online, through the Contacts page on the website
 - 1.2.2 Postally, via the Secretary, whose contact details are on the main paper publications produced by HSGBI
- 1.3 Web site: <https://hymnsocietygbi.org.uk/>
- 1.4 Employees: None
- 1.5 Leadership and governance structure:
 - 1.5.1 Officers, elected by the membership: Executive President, Executive Vice President, Secretary, Treasurer, Bulletin Editor.
 - 1.5.2 Other elected members of Executive Committee
 - 1.5.3 The Charity Trustees are the Officers plus one other member of the Executive Committee
 - 1.5.4 Other office holders appointed as required, for specific tasks (e.g. Website Coordinator, Conference Bookings Secretary, Gift-Aid Administrator, Pastoral Link Person, Archivist) or to serve on sub-committees, some of which are ad-hoc (Publications Committee, Reserves Policy Working Party)
- 1.6 Supervisory Authority:
 - 1.6.1 For data processing, the lead supervisory authority for HSGBI is the UK's regulator, the Information Commission. Contact details for the Information Commission can be found online.
 - 1.6.2 Information Commission Registration: HSGBI has not registered with the Commission, following guidelines on their website.

2.0 Membership

The Hymn Society of Great Britain and Ireland
Charity Registration Number: 248225

Version 2

Page 1 of 58



DATA Policy

- 2.1 Membership is open to individuals aged 18 and over, whether resident in the UK or not, on payment of the required subscription.
- 2.2 Institutional membership is open to academic institutions such as libraries, on payment of the required subscription.
- 2.3 Third parties: HSGBI has reciprocal membership agreements with equivalent ("partner") societies in other parts of the world, allowing HSGBI members to choose, optionally, membership of one or more of these. At the time of writing these are as follows, but other societies may be added at the discretion of the Executive Committee:
 - 2.3.1 HSUSC – The Hymn Society in the United States and Canada
 - 2.3.2 IAH – Internationale Arbeitsgemeinschaft für Hymnologie (International Fellowship for Research in Hymnology, a European hymn society)

3.0 What data we process

- 3.1 The personal data processed by HSGBI is predominantly related to members and recent former members.
 - 3.1.1 Some personal data is also processed by HSGBI in conjunction with third party relationships, usually reciprocal arrangements (e.g. as per item 2.3) or commercial arrangements (as per Section 4.6).
- 3.2 Collection of personal data:
 - 3.2.1 Unless otherwise stated, personal data is collected from the individual concerned.
 - 3.2.2 Where HSGBI membership is obtained through the reciprocal arrangements with HSUSC and / or IAH, details will be collected from that / those organisations rather than directly from the member, at the start of the period of joint membership.
 - 3.2.3 Personal data may be collected from other sources when it has manifestly been made public by the individual concerned (for



DATA Policy

example, alongside the publication of an academic article or a creative work, whether online or in print).

- 3.3 An analysis of personal data collected and processed by HSGBI is as follows:



DATA Policy

<i>Data type</i>	<i>Data items</i>	<i>When collected</i>	<i>How used</i>	<i>Legal basis for use</i>	<i>Retention</i>	<i>Updates</i>	<i>Third parties</i>
Basic membership details							
Basic member details	Name Contact postal address ¹ Email address ²	Start of membership	Mailings to members (including brief details of new members – name / town, county or country)	Performance of contract	Duration of membership plus up to 2 years	When advised by members; annual reminders as per payment of membership dues.	Printers who distribute mailings Partner societies (for joint membership)

¹ PO Boxes are acceptable, here and elsewhere in the table

² Required if managing membership online. Postal management of membership is available as an alternative.

The Hymn Society of Great Britain and Ireland

Charity Registration Number: 248225



DATA Policy

<i>Data type</i>	<i>Data items</i>	<i>When collected</i>	<i>How used</i>	<i>Legal basis for use</i>	<i>Retention</i>	<i>Updates</i>	<i>Third parties</i>
Title	Title (Mr, Mrs, Miss, Ms, Revd ³ , Dr etc)	Start of membership	Courtesy in mailings to members	Personal data made public by data subject	Duration of membership plus up to 2 years	As above	Printers who distribute mailings Partner societies (for joint membership)
Further member contact details	Telephone number(s) Email address	Start of membership – optionally provided	Additional member communications	Subject consent	Duration of membership plus up to 2 years	As above	Partner societies (for joint membership)
Financial	Bank sort code and account number	Start of membership – optionally provided	Establish standing order for membership payments ⁴	Subject consent	Only until standing order is established	None	HSGBI's Bank See note ⁵

³ Special category personal data (religious belief) applicable for this and some other titles; but counted as made public by data subject so “subject consent” for use is not required

⁴ If member elects to pay by this means; alternatives are available

⁵ No financial details are passed to third party societies for joint membership

The Hymn Society of Great Britain and Ireland

Charity Registration Number: 248225

Version 2



DATA Policy

<i>Data type</i>	<i>Data items</i>	<i>When collected</i>	<i>How used</i>	<i>Legal basis for use</i>	<i>Retention</i>	<i>Updates</i>	<i>Third parties</i>
Pastoral	Miscellaneous news	From general member contacts (data subject or other members)	To trigger pastoral contact To circulate appropriate news and prayer requests to members	Subject consent	Duration of relevant pastoral dealings Deleted with other details on termination of membership	Ad hoc	None



DATA Policy

Office holders' details							
Further member contact details	Telephone number(s) Email address	When taking positions of responsibility	Additional contact between office-holders	Legitimate interests of the Controller ⁶	Duration of holding office plus up to 2 years	Annually	None
Photographs	Individual photographs	When taking positions of responsibility	Inclusion on website, to help identify office holders to the wider membership	Legitimate interests of the Controller ⁷	Duration of holding office plus up to 2 years	Ad-hoc	None
HSGBI offices held	Past and present positions held in HSGBI	When taking positions of responsibility	Inclusion on website Society records	Legitimate interests of the Controller ⁸	Permanent	Ad-hoc	None

⁶ Data items used to enable smoother running of HSGBI, e.g. by enabling easier contact between office holders

⁷ Data items used to enable smoother running of HSGBI

⁸ Data items used to enable fuller record-keeping of the history of HSGBI

The Hymn Society of Great Britain and Ireland

Charity Registration Number: 248225



DATA Policy

Candidate biography	Brief biographical details	When standing for election to office	To introduce candidates to voting members	Personal data made public by data subject	Up to 1 year	Not required	None
Conference / event bookings							
Attendee contact details ^{9,10}	Name Postal address Telephone number(s) Email address	Event bookings	To meet attendee requirements at conferences	Performance of contract	1 year after event, plus limited historical archive	Not required	Conference venue hosts

⁹ Partners of HSGBI members are welcome to attend conferences and other events, subject to providing the relevant booking details as for members. The same applies to carers required by members attending events.

¹⁰ Children do not normally attend Conferences or other events, but see Section 3.4.

The Hymn Society of Great Britain and Ireland

Charity Registration Number: 248225



DATA Policy

Medical data ¹¹	Special medical, dietary or mobility considerations	Event bookings	To meet attendee requirements at conferences	Performance of contract	1 year after event	Not required	Conference venue hosts ¹²
Photographic	Individual or group photographs	Ad-hoc, typically at conferences or other events	Inclusion in HSGBI publications including online and social media	Subject consent (included in conference bookings)	Permanent	Not required	None
Financial							

¹¹ Special category personal data (health)

¹² It is assumed that conference venue organisations will have their own data handling policies and procedures in line with GDPR and other legal requirements, since conferences are held within the UK or Republic of Ireland. HSGBI will confirm this before entering contracts with such organisations.

The Hymn Society of Great Britain and Ireland

Charity Registration Number: 248225



DATA Policy

Financial details	Bank account details	When required for operational reasons (eg payment of expenses)	Payment of expenses ¹³	Subject consent	For office holders, duration of holding office plus up to 2 years. For other members, up to 1 year.	When advised by member	HSGBI's bank
Gift Aid	Gift Aid declaration	When Gift Aid declaration made	Claim Gift Aid for HSGBI	Subject consent	Up to 7 years, as per Gift Aid process	If declaration nullified by member	HMRC

¹³ Payment may also be made by cheque, in which case these details are not required.
The Hymn Society of Great Britain and Ireland
Charity Registration Number: 248225



DATA Policy

Publications (printed, online or oral)							
Author or speaker biography	Brief biographical details including photograph supplied by speaker or taken at Conference or event	When submissions accepted for publication or when booked to speak at Conference or event	Provision of context with published material Background details on Conference or event materials or publicity, including online and social media	Personal data made public by data subject	Permanent	Not required; updates may be made where appropriate	Printers who produce and distributed printed materials
Professional and academic	External positions held, academic publications, awards, contributions to relevant literature or debate	Ad hoc	Inclusion in HSGBI publications or publicity material, including online	Personal data made public by data subject	Permanent	Not required; updates may be made where appropriate	Printers who produce and distributed printed materials

The Hymn Society of Great Britain and Ireland
Charity Registration Number: 248225

Version 2

Page 11 of 58



DATA Policy

Metadata							
Consent details	Subject consent as listed elsewhere in this table	Initial gathering, May 2018 Start of membership or other triggers as listed in this table	Management of other personal data	Subject consent	Duration of membership plus up to 2 years	Subject request	None
Subject Access Request details	Date of SAR Response to SAR	Ad hoc	Management of SARs and responses	Subject consent	Duration of membership plus up to 2 years	Not required	None



DATA Policy

Other / miscellaneous data							
Various	E.g. denominational affiliation (special category personal data – religious belief)	Ad-hoc optional surveys	Analysis of membership spread and trends Enabling wider communication via members	Legitimate interests of the Controller ¹⁴	As deemed appropriate but not more than 2 years from collection nor more than 1 year from completion of analysis	Not required	None

¹⁴ Functioning of HSGBI organisation
The Hymn Society of Great Britain and Ireland
Charity Registration Number: 248225



DATA Policy

Electronic data							
Contact details: online purchasers	Name Contact postal address ¹⁵ Email address	When online purchase(s) (including membership subscriptions) made	To supply items purchased, either electronically or postally	Performance of contract	Membership: duration plus up to 2 years Other purchases: up to 1 year from most recent purchase	Membership: when advised by members; annual reminders as per payment of membership dues. Other: if advised by purchaser	PayPal ¹⁶
Payment related	Transaction id Product id	When the website records or takes payments	Records payment method and purchase made	Performance of contract ¹⁷	Up to 1 year from date of most recent purchase	Not required	None

¹⁵ Required only for membership or purchase of physical documents. Not required for electronic download purchases.

¹⁶ If PayPal is used, the purchaser's email address is passed to PayPal to enable completion of the transaction. If membership payments are by bank transfer or standing order, the new member completes this transaction with their bank and no financial details are collected by HSGBI.

¹⁷ Data required to handle financial transactions (subscription payments or purchases) electronically

The Hymn Society of Great Britain and Ireland

Charity Registration Number: 248225

Version 2



DATA Policy

IP address	IP address ¹⁸	At website logon	To clear member lock-outs from the website	Legitimate interests of the Controller ¹⁹	Superseded by subsequent logon Removed if membership ends	Superseded by subsequent logon	None
------------	--------------------------	------------------	--	--	--	--------------------------------	------

¹⁸ Only the most recently-used IP address is kept; see Section 3.5.

¹⁹ i.e., provision of website service to members
The Hymn Society of Great Britain and Ireland
Charity Registration Number: 248225



DATA Policy

Third parties ²⁰ (non-members) ²¹							
Contact details: commercial organisations	Name Contact postal address Telephone number(s) Email address	When establishing or renewing contractual relationship	Managing relationship with third parties	Legitimate interests of the Controller ²²	Duration of commercial relationship plus up to 2 years	Ad hoc, when advised by third party	None
Contact details: online purchasers	Name Contact postal address ²³ Email address	When online purchase(s) made	To supply items purchased, either electronically or postally	Performance of contract	Up to 1 year from date of most recent purchase	If advised by purchaser	None

²⁰ See Section 4.6.

²¹ For non-members attending Conferences and other events, see **Conference / event bookings**, above.

²² Functioning of HSGBI organisation

²³ Required only for purchase of physical documents. Not required for electronic download purchases.

The Hymn Society of Great Britain and Ireland

Charity Registration Number: 248225

Version 2



DATA Policy

Historic records ²⁴							
Contact details	Names of former members Title Abbreviated address ²⁵	Start of membership	Historic archive	Legitimate interests of the Controller	Permanent	None	None

²⁴ Historic records are aligned to the Society's aim of furthering study and research in hymnody.

²⁵ Usually town, county or country; not full address



DATA Policy

- 3.4 No personal data is gathered for children under the age of 16 except:
 - 3.4.1 Children may attend Conferences or other events with a parent or guardian who is a member of the Society; in which case the minimum information required will be collected at registration, shared with event venue hosts as per their requirements, and deleted following the event.
 - 3.4.2 Care will be taken not to include children in any photographs taken at such events.
- 3.5 Electronic personal data collected via the web site comprises:
 - 3.5.1 Transaction ID: a unique number automatically generated by the membership and payments software; correlates to either Bank Transfer or PayPal payments made for membership subscriptions. Personal bank and PayPal payment data are not stored within the site.
 - 3.5.2 Product ID: refers to the membership level we 'sell' (e.g. 1 year UK membership single, 5 year membership couple) or to the electronic or printed papers sold on the website.
 - 3.5.3 IP Address: collected whenever a member logs into the website, and automatically updated should they log in from another IP address, with only the latest IP address kept on record. This is to facilitate the unlocking of the latest IP address should the member be locked out of the site. IP address use reminders are triggered when the site is accessed from a device which has not accessed the site in the previous month.
 - 3.5.4 Cookies are used on the website for regular functions such as SSL and Google Analytics. Cookie use reminders are triggered when the site is accessed from a device which has not accessed the site in the previous month.

4.0 How we process data

The Hymn Society of Great Britain and Ireland
Charity Registration Number: 248225

Version 2



DATA Policy

- 4.1 Data controllers and data processors – accountabilities and responsibilities
- 4.1.1 HSGBI is the Data Controller for personal data gathered by the society.
- 4.1.2 The Officers have accountability for compliance with GDPR and will agree on one of their number as nominated to have primary accountability (the Accountable Officer), whose name will be published on the website along with the Data Policy.
- 4.1.3 Limited subsets of data will be made available to individual office holders in accordance with the requirements of their office (e.g. the Conference Bookings Secretary will require data supplied for bookings). For these purposes, such office holders will constitute Data Processors and will be responsible for data handling and data protection of the subsets of data made available to them.
- 4.1.4 Office holders will not be permitted to hold personal data until they have been made aware of this policy, the associated procedures and their responsibilities in handling personal data on behalf of HSGBI, including:
- Following instructions from the Accountable Officer for data handling
 - Maintaining confidence on the content of personal data
 - Keeping personal data secure
 - Assisting the Accountable Officer when individuals exercise their rights to access, rectify, erase or object to processing of data
 - Assisting the Accountable Officer as required with privacy impact assessments, security and data breach obligations



DATA Policy

- Notifying the Accountable Officer of any personal data breach
 - Being able to demonstrate compliance with their data processing and submitting to any required audits
 - Informing the Accountable Officer if aware that their actions may breach the law
 - Ensuring that any backups of data from their computers in which HSGBI data items are included (whether manual or automatic backups) are stored in accordance with the GDPR
 - Ensuring the deletion of any of the Society's data from a device on which the office holder no longer intends to process that data (for example, a laptop being replaced)
 - Undergoing periodic "refresher training" in their responsibilities as Data Processors
- 4.1.5 The Officers will ensure that Data Processors are made aware of their responsibilities and provided with appropriate "refresher training" for their roles, as appropriate.
- 4.1.6 Any office holder who holds and processes data on behalf of the Society will, on leaving their position or ceasing to be a member of the Society, ensure that any personal data they have held on the Society's behalf is deleted and that they confirm this to the Accountable Officer.
- 4.1.7 The Website Coordinator is responsible to the Officers for data handling and data protection on the website and associated backups. The Website Coordinator liaises with the Officers as required, and may attend the Executive Committee by invitation.
- 4.1.8 The Website Coordinator is responsible for ensuring that "best practice" is followed for all aspects of security on the HSGBI



DATA Policy

website and for confirming this at least annually, and also on request, to the Officers.

4.1.9 The Officers will ensure that the required resources are made available to the Website Coordinator to allow “best practice” security on the HSGBI website.

4.1.10 Third parties with whom the Society holds reciprocal or commercial relationships will also constitute Data Processors as appropriate for the data they hold on the Society’s behalf, as detailed elsewhere in this Data Policy.

4.1.11 Data Processing Officer: No DPO has been appointed.

4.2 Organisation of personal data

4.2.1 The following table summarises (by legal basis) the personal data held by HSGBI:



DATA Policy

4.2.2

<i>Legal basis for use</i>	<i>Data type</i>	<i>Data items</i>
Performance of contract	Basic member or purchaser details	Name
		Contact postal address
		Email address ²⁶
	Conference attendee contact details	Name
		Postal address
		Telephone number(s)
		Email address
	Medical data pertinent to conference bookings ²⁷	Special medical requirements
		Special dietary requirements
		Special mobility considerations

²⁶ Required if managing membership online. Postal management of membership is available as an alternative.

²⁷ Special category personal data (health)

The Hymn Society of Great Britain and Ireland

Charity Registration Number: 248225



DATA Policy

<i>Legal basis for use</i>	<i>Data type</i>	<i>Data items</i>
Subject consent	Further member contact details	Telephone number(s)
		Email address
	Financial	Bank sort code and account number
		Gift Aid declaration (if made)
	Metadata	Subject consent, SARs, responses to SARs
	Photographic	Individual or group photographs supplied by subject or taken at conferences or other events
	Pastoral	Miscellaneous news Records of pastoral contacts (e.g. correspondence sent and / or received)
	Title	Title (Mr, Mrs, Miss, Ms, Revd ²⁸ , Dr etc)

²⁸ Special category personal data (religious belief) applicable for this and some other titles; but counted as made public by data subject so “subject consent” for use is not required



DATA Policy

<i>Legal basis for use</i>	<i>Data type</i>	<i>Data items</i>
Personal data made public by data subject	Author or speaker biography accompanying published material	Brief biographical details
	Biography of candidate for election	Brief biographical details
	Professional and academic	External positions held, academic publications, awards, contributions to relevant literature or debate
Legitimate interests of the Controller	Further member contact details ²⁹	Telephone number(s) Email address
	Photographs	Individual photographs of office holders
	HSGBI offices held	Present positions held in HSGBI
	Various	As required for ad-hoc surveys etc, e.g. denominational affiliation (special category personal data – religious belief)

²⁹ Applicable to office holders
The Hymn Society of Great Britain and Ireland
Charity Registration Number: 248225



DATA Policy

<i>Legal basis for use</i>	<i>Data type</i>	<i>Data items</i>
	Historic records ³⁰	Titles, names and abbreviated address (town / county / country) of former members Past offices held Photographs supplied by subject or taken at Conferences or other events

4.2.3 The following table lists the key repositories in which HSGBI holds personal data (excluding ad-hoc items such as voluntary surveys). A tick indicates that the document contains this item; a **bold** tick indicates that this document is the master entry for the data item.

³⁰ See section 4.11



DATA Policy

<i>Data item</i> <i>Document</i>	<i>Name</i>	<i>Title</i>	<i>Address</i>	<i>Telephone number</i>	<i>Email</i>	<i>Pastoral news and</i>	<i>Bank account</i>	<i>Gift Aid declaration</i>	<i>Individual photographs</i>	<i>Group photographs</i>	<i>Offices held – current</i>	<i>Offices held – historic</i>	<i>Medical items</i>	<i>Candidate biography</i>	<i>Author / speaker</i>	<i>Professional & academic</i>	<i>Metadata</i>	<i>Document owner</i>	<i>Holders of other copies</i>
Full membership list	✓	✓	✓	✓	✓													Membership Secretary	Officers Pastoral Link Person
Mailing list	✓	✓	✓															Mailing List Administrator	Membership Secretary Printers ³¹

³¹ Mailing labels are supplied to the printers on an operational basis, per mailing, for immediate use but not for long-term retention.
The Hymn Society of Great Britain and Ireland
Charity Registration Number: 248225



DATA Policy

<i>Data item</i> <i>Document</i>	<i>Name</i>	<i>Title</i>	<i>Address</i>	<i>Telephone number</i>	<i>Email</i>	<i>Pastoral news and</i>	<i>Bank account</i>	<i>Gift Aid declaration</i>	<i>Individual photographs</i>	<i>Group photographs</i>	<i>Offices held – current</i>	<i>Offices held – historic</i>	<i>Medical items</i>	<i>Candidate biography</i>	<i>Author / speaker</i>	<i>Professional & academic</i>	<i>Metadata</i>	<i>Document owner</i>	<i>Holders of other copies</i>
Directory of Members	✓	✓	✓	✓	✓													Membership Secretary	Secretary Treasurer
Pastoral Link Person's notes	✓	✓	✓	✓	✓	✓												Pastoral Link Person	None



DATA Policy

<i>Data item</i>	<i>Name</i>	<i>Title</i>	<i>Address</i>	<i>Telephone number</i>	<i>Email</i>	<i>Pastoral news and</i>	<i>Bank account</i>	<i>Gift Aid declaration</i>	<i>Individual photographs</i>	<i>Group photographs</i>	<i>Offices held – current</i>	<i>Offices held – historic</i>	<i>Medical items</i>	<i>Candidate biography</i>	<i>Author / speaker</i>	<i>Professional & academic</i>	<i>Metadata</i>	<i>Document owner</i>	<i>Holders of other copies</i>
<i>Document</i>																			
List of members with joint membership ³²	✓	✓	✓	✓	✓													Membership Secretary	Secretary Treasurer Relevant “partner” societies
Subscription payments: non-electronic	✓	✓	✓				✓											Treasurer ³³	HSGBI’s bank

³² One per organisation with whom reciprocal arrangements exist

³³ Only until standing orders are established, then deleted

The Hymn Society of Great Britain and Ireland

Charity Registration Number: 248225

Version 2



DATA Policy

<i>Data item</i> <i>Document</i>	<i>Name</i>	<i>Title</i>	<i>Address</i>	<i>Telephone number</i>	<i>Email</i>	<i>Pastoral news and</i>	<i>Bank account</i>	<i>Gift Aid declaration</i>	<i>Individual photographs</i>	<i>Group photographs</i>	<i>Offices held – current</i>	<i>Offices held – historic</i>	<i>Medical items</i>	<i>Candidate biography</i>	<i>Author / speaker</i>	<i>Professional & academic</i>	<i>Metadata</i>	<i>Document owner</i>	<i>Holders of other copies</i>
Record of electronic payment	✓	✓	✓		✓													Website coordinator	Membership Secretary Treasurer
Gift Aid processing	✓	✓	✓					✓										Treasurer	HMRC
Officer holders	✓	✓	✓	✓	✓						✓							Secretary	Office holders
Election papers	✓	✓									✓	✓		✓				Secretary	Individual members (eligible to vote)
Website (and social media)	✓	✓	✓		✓				✓	✓					✓	✓		Website coordinator	None

The Hymn Society of Great Britain and Ireland
Charity Registration Number: 248225

Version 2

Page 29 of 58



DATA Policy

<i>Data item</i> <i>Document</i>	<i>Name</i>	<i>Title</i>	<i>Address</i>	<i>Telephone number</i>	<i>Email</i>	<i>Pastoral news and</i>	<i>Bank account</i>	<i>Gift Aid declaration</i>	<i>Individual photographs</i>	<i>Group photographs</i>	<i>Offices held – current</i>	<i>Offices held – historic</i>	<i>Medical items</i>	<i>Candidate biography</i>	<i>Author / speaker</i>	<i>Professional & academic</i>	<i>Metadata</i>	<i>Document owner</i>	<i>Holders of other copies</i>
Conference and event bookings	✓	✓	✓	✓	✓		✓						✓					Conference bookings secretary	Secretary Treasurer Conference venues (as required)



DATA Policy

<i>Data item</i> <i>Document</i>	<i>Name</i>	<i>Title</i>	<i>Address</i>	<i>Telephone number</i>	<i>Email</i>	<i>Pastoral news and</i>	<i>Bank account</i>	<i>Gift Aid declaration</i>	<i>Individual photographs</i>	<i>Group photographs</i>	<i>Offices held – current</i>	<i>Offices held – historic</i>	<i>Medical items</i>	<i>Candidate biography</i>	<i>Author / speaker</i>	<i>Professional & academic</i>	<i>Metadata</i>	<i>Document owner</i>	<i>Holders of other copies</i>
Conference joining details	✓	✓	✓ 34												✓			Conference bookings secretary	Secretary Archivist Conference attendees

³⁴ Partial data (e.g. town, county or country name) not full contact details
The Hymn Society of Great Britain and Ireland
Charity Registration Number: 248225



DATA Policy

<i>Data item</i>	<i>Name</i>	<i>Title</i>	<i>Address</i>	<i>Telephone number</i>	<i>Email</i>	<i>Pastoral news and</i>	<i>Bank account</i>	<i>Gift Aid declaration</i>	<i>Individual photographs</i>	<i>Group photographs</i>	<i>Offices held – current</i>	<i>Offices held – historic</i>	<i>Medical items</i>	<i>Candidate biography</i>	<i>Author / speaker</i>	<i>Professional & academic</i>	<i>Metadata</i>	<i>Document owner</i>	<i>Holders of other copies</i>
<i>Document</i>																			
Historic records ³⁵	✓	✓	✓ ³⁶									✓						Membership Secretary	Secretary Archivist Members or other authentic researchers, generally on request

³⁵ See section 4.11.

³⁶ Partial data (e.g. town, county or country name) not full contact details
The Hymn Society of Great Britain and Ireland
Charity Registration Number: 248225



DATA Policy

<i>Data item</i>	<i>Name</i>	<i>Title</i>	<i>Address</i>	<i>Telephone number</i>	<i>Email</i>	<i>Pastoral news and</i>	<i>Bank account</i>	<i>Gift Aid declaration</i>	<i>Individual photographs</i>	<i>Group photographs</i>	<i>Offices held – current</i>	<i>Offices held – historic</i>	<i>Medical items</i>	<i>Candidate biography</i>	<i>Author / speaker</i>	<i>Professional & academic</i>	<i>Metadata</i>	<i>Document owner</i>	<i>Holders of other copies</i>
<i>Document</i>																			
Published papers: Bulletin	✓	✓							✓	✓					✓	✓		Bulletin Editor	Archivist Members (present and / or past) and other purchasers of relevant publication
Published papers: Occasional Papers	✓	✓							✓	✓					✓	✓		Convenor of Publications Committee	Archivist Members (present and / or past) and other purchasers of relevant publication

The Hymn Society of Great Britain and Ireland
Charity Registration Number: 248225

Version 2

Page 33 of 58



DATA Policy

<i>Data item</i>	<i>Name</i>	<i>Title</i>	<i>Address</i>	<i>Telephone number</i>	<i>Email</i>	<i>Pastoral news and</i>	<i>Bank account</i>	<i>Gift Aid declaration</i>	<i>Individual photographs</i>	<i>Group photographs</i>	<i>Offices held – current</i>	<i>Offices held – historic</i>	<i>Medical items</i>	<i>Candidate biography</i>	<i>Author / speaker</i>	<i>Professional & academic</i>	<i>Metadata</i>	<i>Document owner</i>	<i>Holders of other copies</i>
<i>Document</i>																			
Subject consent and SARs	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	Secretary	Accountable Officer



DATA Policy

4.3 Amendments to data items

- 4.3.1 The document owner for each document is responsible for maintaining the contents of that document, for recording who has copies of that document, and for notifying other document holders of any changes which are needed.
- 4.3.2 When changes to a data item are required, the owner of the document containing the master entry for that data item shall inform the owners of other documents containing the data item.
- 4.3.3 Where the legal basis for processing a data item is “subject consent”, the consent shall be recorded with the master entry for that data item. This consent need not be replicated in other documents containing the same data item.
- 4.3.4 Requests for changes to data items (including additions, deletions, corrections, withdrawal of consent and restrictions) shall be notified either in writing to the Secretary or through the website to the Website Coordinator. Whichever of these office holders is notified shall notify the other and the owner of the document containing the master entry of each affected data item.
- 4.3.5 Where data items have been designated as “permanent” (usually in published documents or for historical records, as in section 4.11 below) amendments and deletions will not normally be made.
- 4.3.6 Printed and widely distributed copies of documents (e.g., the Directory of Members or the Bulletin) will usually be designated “permanent”, and amendments and deletions to these copies will not normally be made. Apologies and corrections will be issued in subsequent versions as appropriate.

4.4 Storage and backup of personal data

- 4.4.1 Some data held by HSGBI is on computers owned by the Society and in the possession of office holders. Other subsets of



DATA Policy

data may be held on personal computers by office holders on behalf of the Society.

- 4.4.2 Where paper copies of data are retained, either as a transitional arrangement (e.g. paper membership forms still being processed) or as local backup copies, the office holder keeping these copies will be responsible for ensuring that they are kept securely, updated where appropriate and deleted when applicable, in accordance with the principles of the GDPR.
- 4.4.3 “Public cloud” storage will not be used for personal data held by HSGBI, except for data associated with HSGBI publications and already made public by the data subject, unless HSGBI have ascertained that the provision of such storage is GDPR-compliant.
- 4.4.4 Backup of data from HSGBI-owned computers will not use storage owned by third parties (“cloud” services) unless those parties are compliant with the GDPR.
- 4.4.5 Backups of the website are handled by the Website Coordinator as data processor. Website backups are retained, according to type, for up to 12 months. Commercial off-premise backup services (“cloud” services) will not be used without confirmation that the service provider complies with GDPR requirements. A local external hard drive is also used. Both backup locations are encrypted with restricted access to the secure keys.
- 4.4.6 Office holders who use their personal computers to hold HSGBI personal data must not allow this data to be backed up to storage owned by third parties (“cloud” services) unless they have satisfied themselves that those parties are compliant with the GDPR. If there is any doubt, the matter should be referred to the Accountable Officer who will advise the office holder.

4.5 Data protection

- 4.5.1 The data protection measures in place on the website, with particular reference to personal data collected or held on the



DATA Policy

website, include a current WAF (Web Application Firewall) that continually monitors the site for unwanted hacking and brute force attempts to access the website, backed up by security software that further secures the data on the site. Both components are kept up to date.

4.5.2 All data processors as identified above are responsible for ensuring that the data they hold is appropriately secured, with “best practice” followed for both computer security (including the use of suitably “strong” passwords, currency of anti-virus software, currency of firewalls, etc) and physical security (including the use of locked storage for printed materials, etc).

4.6 List of third parties: The third parties with whom HSGBI exchange data are:

4.6.1 Commercial printers, engaged to produce and distribute membership-wide mailings, for the sole purpose of addressing such mailings.

4.6.2 Commercial financial organisations including: banking institutions or payment handlers³⁷ where the Society holds accounts; external examiners or auditors of the Society’s accounts; and insurance companies from whom the Society receives cover.

4.6.3 Equivalent societies with whom reciprocal arrangements exist for optional joint membership. No financial transactions are involved between the societies for these purposes. HSGBI will seek confirmation from such organisations that they are compliant with the GDPR (subject to its applicability) or with equivalent local legislation.

4.6.4 Commercial conference venues, for the sole purpose of enabling appropriate provision (including special provision relating to medical, dietary or mobility requirements) for those attending HSGBI conferences and other occasional events.

³⁷ e.g. PayPal



DATA Policy

These venues will be in either the UK or the Republic of Ireland and will usually be educational establishments, conference centres, hotels or church buildings.

4.6.5 Individuals who are not HSGBI members but who purchase HSGBI publications through the website.

4.7 Interaction with commercial third parties:

4.7.1 HSGBI will seek confirmation from third parties within the EEA that they are compliant with the GDPR, as part of the initial or ongoing relationship with that third party.

4.7.2 HSGBI will seek details from third parties outwith the EEA of any equivalent regulatory regimes to which they are subject, as part of the initial or ongoing relationship with that third party.

4.7.3 In cases of joint membership arrangements with third parties, HSGBI will notify the third party within one month of becoming aware of any updates to personal data which need to be made, including corrections, additional data, deletion of data, restrictions or withdrawal of consent.

4.7.4 Similarly, when notified by a third party of changes to personal data arising as part of a joint membership arrangement, HSGBI will make the relevant changes and notify the third party within one month of receipt of the request.

4.7.5 Where membership of HSGBI is arranged through such a reciprocal arrangement, the new member will be made aware of their rights under the GDPR within one month of membership commencing.

4.8 Directory of Members

4.8.1 The Directory of Members includes contact details of all members who have agreed to be included in the Directory by means of Consent forms.



DATA Policy

- 4.8.2 The Directory of Members is provided on request to members who have supplied postal addresses within the EEA.
- 4.8.3 Overseas data handling: the Directory of Members is provided to members who have supplied postal addresses in other countries at the discretion of the Officers and subject to the Officers being satisfied that arrangements in those countries satisfy the legal requirements placed on them by GDPR and other appropriate legislation.
- 4.8.4 The Directory of Members is supplied to members for members' own use only, and in connection with HSGBI only.
- 4.9 Pastoral news: Subject to member consent (usually obtained at the start of membership), the Pastoral Link Person will respond to news of a member's well-being to establish pastoral contact on behalf of HSGBI.
- 4.10 Retention periods: The retention periods and schedules for deletion of personal data have been based on the following principles:
 - 4.10.1 Termination of membership usually occurs as a result of resignation of the member; death of the member; or lapse of membership through failure to pay membership fees. Removal of former members from membership lists (including the Directory of Members) is set at "up to two years beyond the end of membership" to simplify restoration of those whose membership lapses through non-payment. Where it is clear that membership has been terminated, data will be removed sooner, with an annual review of the currency of membership details.
 - 4.10.2 Where an individual exercises their right to have their data deleted, this will be done within the statutory period. In these cases, if the member insists on the removal from HSGBI records not only of data optionally provided and / or gathered by consent but also of their name and contact address, this would effectively mean the termination of membership, and clarification that this is what is desired will be sought.



DATA Policy

4.10.3 Data relating to office holders will be retained for up to two years after the term of office expires because in a number of cases an elected officer is eligible to be re-elected following a period of one year from the end of their term of service.

4.10.4 Financial details for office holders (where required, e.g. for paying expenses incurred on HSGBI business) will be retained as for other data (section 4.10.3 above) in the case of office holders who have opted to receive payment by cheque. Where an office holder has opted to receive electronic payments, the required details will be held by HSGBI's bank (subject to the bank's security controls) and accessed only when payments need to be made. Retention will be as per section 4.10.3 above.

4.10.5 Data required for conference bookings (including appropriate medical data) will be retained for one year after the relevant event, allowing some comparison with bookings for subsequent events.

4.10.6 Financial details of members other than office holders are gathered only to set up standing orders and are deleted once the standing order is established. Where membership is paid online, no financial details are gathered by HSGBI.

4.10.7 Gift Aid declarations are held as required for Gift Aid processing and are destroyed when no longer required.

4.10.8 When ad-hoc data is sought for specific purposes (e.g. membership surveys) and is voluntarily provided, an appropriate timeframe for processing and analysis will be determined by those arranging the data collection; this will be not more than one year from completion of any analysis and not more than two years from the initiation of data collection. After this period, this personal data will be deleted.

4.11 Historic records: The historic records kept by HSGBI form an archive in keeping with the Society's aims of fostering study in hymnody; the following records are therefore retained permanently, and made



DATA Policy

available on request to members or to those conducting *bona fide* research into hymnody:

- 4.11.1 Names and titles of former members
- 4.11.2 Names, titles and abbreviated address (typically town, county or country) and photographs of attendees at past Conferences
- 4.11.3 Offices held within the Society, with dates³⁸
- 4.11.4 Formal minutes of Officers' Meetings, Executive Committee Meetings, Annual General Meetings and similar gatherings
- 4.11.5 Previously published material, e.g. issues of the Society's Bulletin containing authors' biographical details
- 4.11.6 In addition, the Secretary's Newsletter welcomes new members by name, title and abbreviated address (typically town, county or country).

5.0 Policies and procedures

- 5.1 Data Policy: this document. The data policy and associated procedures were originally prepared in readiness for the introduction of the GDPR (General Data Protection Regulation) in 2018.
- 5.2 Access to information
 - 5.2.1 The contents of the website are accessible via all devices that can access the internet (e.g. computer, tablet, smart phone, smart TV) and all information relevant to personal data (including Consent Notices, Privacy Notices and Subject Access Request notices) will be accessible from all of these.
 - 5.2.2 Printed copies: all information relevant to personal data (including Consent Notices, Privacy Notices and Subject Access Request notices) will also be accessible in printed form, from the Accountable Officer.

³⁸ This data is occasionally issued to members for general historical interest and to allow for corrections of records where necessary.



DATA Policy

5.3 Record keeping

5.3.1 All versions of this Data Policy and associated policies and procedures, including Consent Notices, Privacy Notices and Subject Access Request documentation, are numbered and include a record of their date of issue. A full historic set of such documentation will be maintained by the Accountable Officer.

5.3.2 All data items held on a legal basis of “subject consent” will be retained by the holder of the “master copy” of the relevant data item, with a record of the date when this consent was obtained. These records will be held for as long as the relevant data item is held for that person.

5.3.3 If an individual withdraws consent, a record of the withdrawal of consent including the date of the request will be retained for as long as any personal data is held for that individual, but with a minimum of two years from the date of the request. If this period extends beyond the membership of the individual, the individual will continue to be identified using the data gathered on the basis of “performance of contract” (i.e. name and contact address).

5.3.4 The historic record of data policies and procedures, together with the dated individual data items, will together form an audit trail of “subject consent” as given to HSGBI.

5.4 Subject Access Requests (SAR): in accordance with the GDPR, an individual has the right to raise a SAR to obtain a copy of their personal data as held by an organisation, provided without charge and within one month. For HSGBI:

5.4.1 The preferred methods for a SAR to be raised are either through the “contact us” section of our website or by writing to our Secretary.

5.4.2 Either the Website Coordinator or the Secretary shall, on receipt of a SAR, request the required information from all document owners, as per Section 4.2 of this document.



DATA Policy

- 5.4.3 The response will be in either electronic or printed form (where possible, as requested on the SAR).
- 5.4.4 The response to the SAR will also draw attention to HSGBI's Privacy Notices.
- 5.5 Data breach investigation and reporting: the GDPR defines a personal data breach as "breach of security leading to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data." Where a breach results in a risk to the rights and freedoms of individuals with the likelihood of significant detrimental effects (including loss of confidentiality or significant economic disadvantage), the breach needs to be notified to the supervisory authority, with initial reporting within 72 hours of the data breach becoming apparent. Where there is a high risk of these outcomes, the individual(s) affected must also be notified directly. With this in mind:
- 5.5.1 Any data processor within HSGBI who becomes aware of a data breach must notify the Accountable Officer (ensuring receipt of notification is confirmed) within 18 hours of becoming aware of the breach, including providing basic details of the nature of the breach and the data which has been or may have been affected.
- 5.5.2 A third party data processor must follow the appropriate legislation governing their own data handling in making HSGBI aware of any such data breach. If the primary point of contact within HSGBI is not the Accountable Officer then that contact person must follow the procedure in Section 5.5.1 above.
- 5.5.3 The Accountable Officer must ensure that all other Officers are made aware of these details within a further 18 hours.
- 5.5.4 Where necessary, a discussion between the available Officers and the relevant data processor (or in the case of a breach at a third party, the HSGBI contact person and an appropriate representative of the third party) must be held within a further 18 hours. This discussion must allow the collation of known details of the data breach and lead to a decision of whether this data



DATA Policy

breach needs to be notified to the supervisory authority, following the guidelines in the GDPR.

- 5.5.5 If the Officers determine that the breach is notifiable, the Accountable Officer must gather the necessary data and report the data breach to the supervisory authority within a further 18 hours, thus meeting the 72 hour deadline.
 - 5.5.6 If further details need to be provided to the supervisory authority, this must be done in a prompt manner, as required by the authority.
 - 5.5.7 If the Officers determine that affected individuals need to be notified, this must be done in a prompt manner (i.e., where possible by email in preference to postal notification).
 - 5.5.8 The Officers shall produce a full report of the data breach when all relevant details have been ascertained, whether the breach proved notifiable or not. All such reports will be held by the Accountable Officer.
 - 5.5.9 Following any significant data breach, the Officers shall initiate a review of the HSGBI data policy and procedures, making any necessary amendments as a result of lessons learned.
 - 5.5.10 The HSGBI website shall be configured so that any data breach detected by the relevant security software is notified to the Website Coordinator as soon as possible.
 - 5.5.11 If a data breach affects the website, the Officers and Website Coordinator shall decide within 24 hours of detection of the breach whether it is prudent to take down the website until any necessary remedial action (e.g. patching or firewall upgrades) can be completed.
- 5.6 Data Protection Impact Assessments: the nature and scope of personal data handling by HSGBI makes the use of formal DPIA's unlikely to prove necessary. However, this will be reviewed as necessary, along with the data policy and other associated procedures.



DATA Policy

5.7 Reviews of the data policy and associated procedures, to be conducted by the Officers and other persons as deemed necessary and appropriate by them, will be initiated:

5.7.1 Where necessitated by changes in relevant legislation

5.7.2 Where necessitated by changes in the scope, purpose or sphere of operation of HSGBI

5.7.3 After any significant data breaches by or affecting HSGBI

5.7.4 At least every three years if not previously initiated by one of the above reasons

5.7.5 In the light of any inaccuracies or discrepancies notified to the Officers or the Website Coordinator

5.8 Implementation:

5.8.1 The Officers agree the content of the Data Policy (including any updates to the document), Privacy Notices (based on section 6.0 of this document) and Subject Access Request forms;

5.8.2 The Officers appoint one of their number as the Accountable Officer for data handling;

5.8.3 The above documents and means to contact the Society concerning data handling are on the website.

6.0 Privacy Notices

6.1 Privacy notices will contain the following:

6.1.1 How do HSGBI handle personal data? Our processing of personal data is in line with the requirements of the GDPR and other relevant legislation within UK law.

6.1.2 How does GDPR say personal data should be handled? The principles of the GDPR assert:

- that processing of personal data must be fair, lawful, transparent and secure;



DATA Policy

- that data will be used only in line with the purposes for which it was first collected;
- that data will be kept up to date, with any necessary corrections made as quickly as possible;
- that individuals will be identifiable within that data only while there is a legitimate reason to keep their data.

6.1.3 What rights does an individual have and how are they reflected in HSGBI's processes? You have the following legal rights:

- The “right to be informed” about how we process your data. This Privacy Notice provides that information. Further details can be found in our Data Policy, available on our website or on request from the Secretary.
- The “right of access” to the data we hold, and to know how we are using it. You can raise a Subject Access Request if this Privacy Notice does not answer your questions.
- The “right to rectification”: if the data we hold is incorrect, you can ask us to change it. Where we have shared that data with other organisations (for example, through our joint membership arrangements) we will ask for the relevant changes to be made there as well. Sometimes it may not be possible to correct the error in full – for example, if a mistake was printed in a mailing to all our members we may ask you to agree to an apology and a correction with the next mailing.
- The “right to erasure”: if you feel we no longer need to hold some or all of your personal data you can ask us to delete it. This also covers data which we have gathered with your specific “consent” (usually given using a tick-box on either our website or a paper



DATA Policy

form); if for some reason you change your mind, you can ask us to stop holding and using that data. However, please note that sometimes this may make it impossible for you to remain a member of HSGBI (e.g., if you ask us to delete your address, we cannot send you our mailings). We may also choose to keep some details for HSGBI's historical records (for example, to keep a list of the names of those who attended past conferences).

- The “right to restrict processing”: if you think the data we hold is inaccurate or that we are processing it unlawfully, you can ask us to stop using your data until we have resolved this issue. We will note the restriction on our data and pass your request to any third parties as necessary.
- The “right to data portability”: this is a new right, applicable to certain kinds of automated processing. Our only automated processing is the use of a mailing list to members. We do not provide automated data links from our IT systems to those of other organisations.
- The “right to object” to us using your personal data for profiling, direct marketing and some types of scientific and historical research and statistics in a way which may affect you. HSGBI does not engage in any of this type of processing.
- “Rights related to automated decision making and profiling”: as above, this is not something done by HSGBI.

6.1.4 What data does HSGBI collect, and how do we handle it? Full details of the data we collect and use, why legally we can process this data, and how long we keep it are found in sections 3.3 and 4.2 of our Data Policy, available from our website. We



DATA Policy

also only pass your data to other organisations when you ask us to (such as joint membership arrangements) or when we need to (such as mailing lists used by the printers who issue our mailings or special requirements at Conferences).

6.1.5 How can I raise any questions, concerns or requests (including Subject Access Requests) or ask for corrections to my data?

You can either use the “contact us” section of our website or write to our Secretary.

6.1.6 What if I am not satisfied with the way you handle my personal data? If you have a complaint about the way we have handled your personal data, please use the “contact us” section of our website or write to our Secretary. We will acknowledge receipt of your complaint, take appropriate steps to respond and inform you of the outcome of your complaint in a timely manner. Furthermore, GDPR-related data handling in the UK is overseen by the Information Commissioner, a government department, and you can complain to them if you feel it necessary.

7.0 Consent

7.1 Subject consent, where required by the GDPR, will be obtained at various points of data collection, whether by paper-based systems or online through the website.

7.2 At each point of data collection the following will also be highlighted: the individual's rights under the GDPR; the location of the Privacy Notice, which includes those rights.

7.3 Consent provided at the start of membership: the following will apply, with tick-boxes on forms or web pages as appropriate:

7.3.1 The following relates to items of your personal data which you make available to HSGBI and your granting of consent to HSGBI to hold and to process that data.

7.3.2 To maintain your membership of HSGBI, we need your name and contact address (usually a postal address, which may be a



DATA Policy

PO Box). If you take up membership through the website, we also need your email address. These details will be held for the duration of your membership and an administrative period of up to two years afterwards.

- 7.3.3 You may provide us with the following, with your agreement to store and use them: one or more telephone numbers; an email address (if not already provided). These details will be held for the duration of your membership and an administrative period of up to two years afterwards.
- 7.3.4 If you pay your membership subscription by standing order you may provide with your bank account details, with your agreement to store and use them. These details will be held only until the standing order is set up. If you manage your membership subscription online, we will not collect this information at all.
- 7.3.5 A Directory of Members is available on request to individual members; this is not normally provided to members with addresses outside the UK, nor to institutional members (e.g. libraries). Your contact details will be included in this list only with your consent.
- 7.3.6 You may also choose joint membership with other societies (which will be named, with an indication if they are based overseas); if you choose this option, the personal details you have provided will be shared with those societies.
- 7.3.7 If you wish to withdraw any consent you previously granted as above, you may do so by contacting the Secretary, either in writing or via the “contact” section of the website.
- 7.3.8 A consent box will be included on the “contact” section of the website.

- 7.4 Consent provided when booking conferences or other events: the following will apply, with tick-boxes on forms or web pages as appropriate:

The Hymn Society of Great Britain and Ireland
Charity Registration Number: 248225

Version 2



DATA Policy

- 7.4.1 The following relates to items of your personal data which you make available to HSGBI and your granting of consent to HSGBI to hold and to process that data.
- 7.4.2 Where necessary, some or all of your booking details will be passed to the event organiser or venue (who will be named at the point of collection) whose handling of personal data is governed by the GDPR.
- 7.4.3 HSGBI will also keep your booking details for up to one year after the event; a historic record of event attendees (usually, name and town of residence) will be kept as a permanent record.
- 7.4.4 Photographs of either individuals or groups may be taken at the event, and used on our website or in other publications of a permanent nature. Please indicate that you are happy to be included in any such photographs. If you do not consent to this, every effort will be made to ensure that you are able to absent yourself when photographs are taken.
- 7.4.5 If you wish to withdraw any consent you previously granted as above, you may do so by contacting the Secretary, either in writing or via the “contact” section of the website. Please note, however, that this may mean it is no longer possible for HSGBI to process your event booking or specific requirements within that booking.

7.5 Office holders:

- 7.5.1 For the smooth operation of the Society, elected office holders are expected to make available (including in directories available to members) their telephone numbers and email addresses; to allow their individual photograph to be on the website; and to make financial details available when required to receive



DATA Policy

payments such as reimbursement of expenses incurred on the Society's behalf³⁹.

7.5.2 The above data will normally be retained during the period of office and for up to two years afterwards; if, on ceasing to hold office, a member wishes to have these details removed earlier, they may contact the Secretary, either in writing or via the "contact" section of the website.

7.6 Renewal of consent and revalidation of data

7.6.1 Membership subscriptions are usually due annually, and along with subscription reminders all members will be reminded of the need to check their personal data and advise HSGBI of any changes. Members will also be reminded of the option to withdraw consent for inclusion in the Directory of Members.

7.6.2 Records of consent will be maintained along with other data collected at that point of data collection. The historic record of Consent Notices, together with the dated individual consents, will together form an audit trail of "subject consent" as given to HSGBI.

8.0 Appendix: Consent Notices

8.1 Content of Preliminary Consent Notice – based on the following:

8.1.1 Under UK Data Protection laws (especially since the introduction of the EU General Data Protection Regulation (GDPR) in May 2018 but also in the light of subsequent legislation), The Hymn Society requires your active consent to keep and process some of the details we hold about our membership.

8.1.2 The data for which we need your consent comprises the following items:

³⁹ Such payments may be made by cheque, if preferred, as an alternative.
The Hymn Society of Great Britain and Ireland
Charity Registration Number: 248225



DATA Policy

<i>The types of data</i>	<i>Why we need and how we use this data</i>
Further member contact details: telephone number(s), email address	To provide additional communications to members
Gift Aid	Gift Aid declarations (if applicable) for recouping Gift Aid for the Society
Pastoral information	- To maintain pastoral support and contact – our Pastoral Link Person sends suitable greetings and good wishes to members known to be in need of such encouragement - To circulate appropriate news and prayer requests among Society members
Contact details to be made available to other members: name, contact postal address, telephone number(s), email address	- To maintain the Directory of Members, available on request to individual members in the UK (Note: if you choose not to agree to this data use, you will still receive mailings but your details will be excluded from the Directory of Members.)
Photographic images taken during events	Individual or group photographs from Events may be included in HSGBI publications, both printed and online (including social media)
<u>Office holders only:</u> Financial details	To reimburse expenses incurred on Society business

8.1.3 What we need you to do now: in order for the Society to continue to keep and use your personal data as above, we need your consent, without which we will no longer be able to hold or use the relevant data. You can provide consent:

- By using the form below and sending this to the Secretary
- By using the online form on our website



DATA Policy

- Consent form details:

I agree to the following use of data by The Hymn Society:

1. My telephone number(s) and email address(es), for contacting me on Society business and to offer appropriate pastoral support
2. Gift Aid declaration details, if applicable
3. Office holders only: Financial details I have provided to the Society, for reimbursement of expenses incurred on Society business

8.1.4 You may change your decision on consent at any time by contacting the Secretary by post or through the contact page on the website. This applies either to withdrawing consent previously provided, or by providing consent previously withdrawn or withheld.

8.1.5 Other member-related data which we hold does not require specific consent, and is as follows:



DATA Policy

<i>The types of data</i>	<i>Why we need and how we use this data</i>	<i>Legal basis for us to hold and use this data</i>
Basic member details: name, contact postal address; also (if you manage your membership online) email address	• To maintain your membership (e.g. to send you mailings). • To prepare and send mailings including Bulletins and other notifications – includes working with third parties (our printers) • To manage reciprocal membership of HSUSC and / or IAH	“Performance of contract” (Without this data, The Hymn Society cannot maintain your membership of the Society or meet other requirements, e.g. for Conference bookings)
Electronic data from our website: transaction id, product id	• To keep records of online payments and purchases you make through our website	



DATA Policy

<i>The types of data</i>	<i>Why we need and how we use this data</i>	<i>Legal basis for us to hold and use this data</i>
Conference booking details: additional contact details (telephone number(s), email address); medical data (e.g. dietary or mobility considerations)	• Contact details gathered with Conference bookings: used to enable last-minute contact if necessary. • Medical details gathered with Conference bookings: used to enable attendee requirements to be met. • Appropriate details will be shared with Conference venues. • Individual or group photographs from Events may be included in HSGBI publications, both printed and online (including social media) • Note: medical details are legally counted as “special category personal data (health)”	
For office holders: further contact details: telephone number(s); email address; also, individual photographs	• To allow swifter contact between office holders • To maintain a historic record of who held office in the Society • To publish office holder photographs on our website	“Legitimate interests of the Controller” (To enable the smooth running of the Society and / or to maintain



DATA Policy

<i>The types of data</i>	<i>Why we need and how we use this data</i>	<i>Legal basis for us to hold and use this data</i>
Ad-hoc information (e.g. denominational affiliation) arising from optional surveys	- To help the functioning of the Society by enabling analysis of membership spread and trends and wider communication via members - Note: data in this category is provided optionally by members - Note: denominational details are legally counted as "special category personal data (religious belief)"	historical records aligned to our aims)
Electronic data: last-used IP address	To clear member lock-outs from the website, enabling the provision of website service to Society members	
Historic records	Titles, names and abbreviated addresses (town / county / country) of former members	
Title (Mr, Mrs, Miss, Ms, Revd, Dr etc)	Courtesy in mailings to members	"Personal data made public by the data subject" (Details you have placed in
Brief biographical details of members standing for election to office	To introduce candidates to members eligible to vote	



DATA Policy

<i>The types of data</i>	<i>Why we need and how we use this data</i>	<i>Legal basis for us to hold and use this data</i>
Brief biographical details including professional and academic details, awards, and contributions to relevant literature or debate	- To provide context with published material in HSGBI publications including online - To provide introductions to speakers at Conferences or other events	the public domain)

- 8.1.6 You can find further details of The Hymn Society's handling of personal data in the Data Policy and Privacy Notices which can be found on our website.

Approved by: The Executive Committee

Date: 21st July 2026



DATA Policy

Review date	Reviewed by	Version	Notes
21/5/26	Officers	1	Original policy transferred into standardised format
21/7/26	Executive Committee	2	Decision made to cease publication of a Membership Directory in hard copy for Members: 3.3 – Removed heading and detail 4.2.2 – Removed reference 4.2.3 – Removed reference to members but retained secretary and treasurer 8.1.3 Item 2 – Removed and Items 3 and 4 renumbered as 2 and 3 respectively