

Church Langley Voices

mailing list operation

Management

The mailing list is maintained and operated on a *gratis* basis at scottsonline.org.uk, and managed by Mike Scott (admin@clvoices.org.uk) on behalf of CL Voices.

Subscription

Subscription to the list is by emailing a subscription address, currently subscribe@clvoices.org.uk: at present this address redirects to Mike Scott for manual processing so that approval of requests to subscribe can be limited to people known to the CL Voices organizers. The mailing list is separate from the register of members, and the website's data protection page assures subscribers that "It is used solely to send out emails relating to the running of CL Voices and material we believe you may find of interest. It will not be provided in any form to any other party."

In particular, the organizers will not add email addresses to the list purely because they appear on the members' register.

The list may include interested non-members at the organizers' discretion.

Removal

Removal from the list is by emailing an unsubscription address, currently unsubscribe@clvoices.org.uk. Removal is at present handled manually, but automatic processing may be appropriate in the future. The list software will additionally automatically remove any addresses which cause bounces for any extended period (an automated attempt is made to notify the subscriber). The organizers may remove, without notice and for any reason, any address at their sole discretion.

List contributions are tagged in the subject line, and have an epilogue added to remind recipients why they have received the email and how to unsubscribe from the list.

Access to list data

Direct access to the addresses within the mailing list is restricted to anyone with admin access to the computer mail server concerned – at present that is only Mike Scott. However, the content may be shared with the organizers if necessary for CL Voices purposes (eg checking whether a particular choir member is subscribed). The content is otherwise restricted, even from access by Church Langley Church (our parent organization) authorities.

The organizers will not retain their own copy longer than necessary for the immediate purpose if they receive such information.

Data retention

Subscription requests are recorded and retained indefinitely as evidence of the request, even when the address is removed or the member leaves the choir. Old copies of the mailing list itself will remain in the system backups and will purge in the normal backup cycle: these are accessible only to those with system-level access, and will only be used for normal restoration of system files in the event that this becomes necessary.

Archival copies will not be kept.