

Data Protection Policy



Introduction

Lydbrook Band processes the personal data of its members, supporters, donors and the general public. This data is collected and used by the band secretary and band committee and is handled in accordance with the General Data Protection Regulation (GDPR). This policy outlines what personal data is collected, where it is stored, who can use it, and how the rights of individuals are protected.

Individual band members may have collected and stored personal data. This may include contact details for band members, friends, or other contacts which are for personal use. Such use is not the subject of this Policy.

What personal data do we collect?

The band collects the following personal information;

1. For Adult Members we may collect their name, address, phone number(s), email address, passport details, date of birth, emergency contact information, and in some cases medical records, vulnerabilities, bank account details and car registration numbers.
2. For Members under 18 we may collect their name, address, phone number(s), email address, passport details, date of birth, emergency contact information, and in some cases medical records, vulnerabilities, bank account details and car registration numbers.
3. For Parents / Guardians we collect their name, address, phone number(s) email addresses.

The band does not collect sensitive personal information for our adult members as defined in the GDPR. This includes data pertaining to race or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, and data concerning health or data concerning a person's sex life or sexual orientation. For our younger members we may collect medical records and vulnerabilities.

How do we use the data we collect?

The personal data is collected and processed by those involved in the running of the band. These include the Chairman, Secretary and Assistant Secretary. The data is used for informing the band of operational matters, organising logistics, managing registration, booking band accommodation/transport, organising the payment of expenses and other related payments, marketing, and general communications.

The personal data shall be used in accordance with the permission given by individuals. The personal data shall not be used for any other purpose and shall not be provided to third parties, with some exceptions. These include competition organisers and entities involved with brass band player registration, both of which require limited personal data in order for the band to comply with competition rules. Limited data may also be shared when booking accommodation and transport on behalf of band members.

Personal data shall only be stored for the period for which it is required, for example for the duration of membership tenure. Data which is no longer required, or which is out of date shall be deleted.

Where is the personal data stored, and who has access to it?

Personal data is used by the management team of the Lydbrook Band. Lydbrook Band does not own any IT equipment for data processing. Personal data is stored on the personal computer of the secretary, and in secure messaging platforms including Facebook, Facebook Messenger, and on password-protected smartphones. Data contained in emails is stored in secure email servers controlled by GDPR-compliant services.

The following policies apply to the storage and sharing of these data.

1. Personal data stored on personal computers shall be protected by a login and password security mechanism. In the case where the personal computer is accessible to other parties, the individual files containing personal data should be password protected.
2. Personal data shall not be copied to, or transferred by, USB stick (or other portable storage) unless the files are password protected or the usb is encrypted.
3. When using email address lists, for example to communicate to all band members, the blind copy (bcc) function should be used for individual email addresses, such that the distribution list is hidden from recipients.
4. Personal data which is held on paper records shall be stored in a safe location, for example at the home of a management team member. Where personal data is carried outside of this location, to a band rehearsal, event, or contest, the personal data must be considered as confidential and kept in the member's possession at all times.
5. When committee members cease to serve on the committee, any personal data they hold shall be deleted and records destroyed.
6. Personal data may be shared between members of the management team for the purposes of managing the band.
7. Any data stored in the band's Facebook group ('Lydbrook Band Members') will remain secure. Any members who leave the band will be removed from this group immediately in order to protect the data.

How do we get permission to manage personal data?

Prior to collecting personal data, permission shall be obtained from each individual to store their data and to contact them. Such permission may be gained by use of a consent form, or other means. This is an opt-in process, and permission should not be assumed.

What rights do individuals have?

Individuals have the right to see what personal data has been stored. When a request to see personal data is received, one management team member will coordinate the response and will ask all other committee members to provide their relevant stored data for collection into a single response to the request.

Individuals have the right for their personal data to be removed from use by the band and for their history to be deleted. When a request for removal of personal data and/or history is received, one management team member will coordinate the response and ask each committee member to delete the relevant data. The individual concerned will be notified that their personal data and/or history have been deleted.

Individuals have the right to ask for their personal data to be changed. When a request to change personal data is received, one committee member will coordinate the response and will ask all other

committee members to change the relevant stored data. The individual concerned will be notified that their personal data has been changed.

Registration with the Information Commissioners Office

Lydbrook Band only processes information necessary to provide or administer activities for people who are members of the organisation or who have regular contact with it. The band qualifies for exemption from the registration requirements with the information commissioner's office (ICO).

Maintenance, audit and review

An initial audit has been carried out to identify what personal data is being held and for what purpose. Such an audit may be repeated from time to time. It is the responsibility of individual committee members to maintain accurate data, and to delete data which is no longer required. The committee will review this policy every two years.

Version History

1.0	Initial Issue	22 July 2020
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Lydbrook Band Members Privacy Notice under the General Data Protection Regulation

This document details what personal data is collected from you and how it is used for the purposes of your membership of Lydbrook Band.

Please indicate your understanding and agreement with each section by ticking the relevant box, and signing and dating at the end.

Name of Band Member: _____

I give permission to use my name, address, phone number(s), email address and other personal data that I may provide for the purposes of membership of Lydbrook Band. This personal data is used for communications concerning the band activities, collection of subscriptions, contest registration, event management and travel management.

I consent to my email address and phone number being made available to other band members where necessary to facilitate communication.

I understand that such data is used by officers of the band and is stored by individuals on paper, personal computers and cloud services; these individuals act following good personal practice for security of such data.

Personal data may be shared with other organisations purely for the running of the band's operations. This may include contest organisers, accommodation/transport providers or other entities.

I do / do NOT give permission to share or give this data to any 3rd parties other than those listed above.

By informing a member of Lydbrook Band's management team I can:

- Request information about what personal data is held about me, and where, at any time, and have a response within 30 days.
- Withdraw consent at any time and have all my data deleted and removed within 30 days except for such data legally to be retained for reporting and regulatory purposes
- I understand that withdrawing my consent may mean that the band can no longer contact me and that my band membership may be terminated.
- I may lodge a complaint at any time with the Information Commissioner's Office if I believe there is non-compliance of this Policy.

Print name:

Signed

Date

Parent name:
(If member is under18)

Signed

Date