

Thoresby Colliery Band

GDPR Policy

Created in conjunction with Brass Bands England

Revised February 2020



Thoresby Colliery Band is committed to ensuring everyone's privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this GDPR policy which sets out the guidelines that need to be followed by all members when working with such data.

Definition

Personal Data is defined as in the General Data Protection Regulations, that is any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

For the purposes of this policy, this includes but is not limited to:

- Names
- Addresses
- Telephone numbers
- Email addresses
- Dates of birth
- Names of legal guardians
- Allergy or medical information

Statement of compliance

Thoresby Colliery Band shall gain consent from all individuals, or their legal guardians, before collecting and processing Personal Data. Such consent shall be recorded by the Chairman or band secretary.

How Personal Data may be used

Thoresby Colliery Band and its committee may use Personal Data for the following purposes:

- for the band committee to contact members of the band
- for the band committee to contact the legal guardians of players
- to allow the band Contest Secretary to register players for competitions
- for the band committee, with permission, to provide contact details of members to other bands, where other bands ask for players who may be able to help at their engagements
- to ensure the band has the correct medical, first aid and fire safety training in place
- to contact third parties regarding potential concerts, contests or other engagements
- in minutes of committee meetings and band AGMs and EGMs

Protection of Personal Data

All Personal Data must be stored appropriately by the committee in either:

- hard copy format in a locked cabinet, with any keys controlled by the Chairman
- electronic format, suitably encrypted and in a password protected document, except for email addresses, which may be stored in an email application

Personal Data must never be stored on an unprotected computer without a password.

Should a member of the committee store Personal Data and subsequently leave the committee, they must ensure a copy of such data is provided to the Chairman and then destroy their copy. Any person may request deletion of their Personal Data. The Chairman shall ensure that all requests are enacted within 14 days of receiving the request.

All Personal Data shall be reviewed at least every six months and any data no longer required shall be destroyed.

Personal Data of any members under 18 shall never be provided to any external body or third party.

Online Privacy Statement

We may collect the following client information online (website/social media accounts):

- name
- contact information including email address
- demographic information such as postcode, preferences, and interests
- other information relevant to customer surveys and/or offers

We require this information to understand clients needs and provide them with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- From time to time, we may also use clients information to contact you for market research purposes. We may use the information to customise the website according to their interests.

We are committed to ensuring that clients information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to client needs. We only use this information for statistical analysis purposes and then the data is removed from the system. Overall, cookies help us provide clients with a better website by enabling us to monitor which pages they find useful and which they do not. A cookie in no way gives us access to a computer or any information about a client, other than the data they choose to share with the band. Clients can choose to accept or decline cookies.

Thoresby Colliery Band's website may contain links to other websites of interest. However, once these links to leave our site have been used, we do not have any control over that other website. Therefore, Thoresby Collier Band cannot be responsible for the protection and privacy of any information provided by a client whilst visiting such sites and such sites are not governed by this privacy statement.

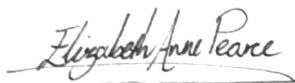
We will not sell, distribute or lease personal information to third parties.

You may request details of personal information which we hold about you under the Data Protection Act 1998. We will provide this free of charge. We will promptly correct any information found to be incorrect.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 19th February 2020

Signed:



Elizabeth Pearce - Band Welfare Officer