



Privacy Policy – Lydney Town, Training Band and Starter Group

Introduction

This privacy policy sets out how we use and protect any information that you give to us when you become a member of Lydney Town Band organisation.

We are committed to ensuring that your privacy is protected, and we will never release your personal details to any third party without your express consent. When you complete an application to join the Band certain personal information is collected from you (for example: your name, email address, gender, instruments you play). You can be assured that it will only be used in accordance with this privacy statement.

What we collect

- | | | | |
|-------------------------|------------------------------------|-----------------------|----------|
| - Name and surname | - Date of Birth | - Current Address | - Gender |
| - Phone numbers | - Email address | - Photo | - Age |
| - Instruments played | - Emergency contacts | - Medical information | |
| - Other bands played at | - Player or parent/carer signature | | |

What we do with the information we gather

We require this information to administer your membership and to comply with regulations relevant to the band. Information is collected specifically for the following reasons:

- Internal record keeping
- Contacting you with relevant Band correspondence.
- Registering you at brass band players registry (BBP) to allow entry into national brass band championship competitions.
- Applying to Gloucestershire County Council for Under 16's performance licences.

In addition to the specific disclosures of personal data set out in this section, we may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, or to protect your vital interests or the vital interests of another neutral person.

We may also disclose your personal data where such disclosure is necessary for the establishment, exercise, or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

Where do we store the data?

- New player membership forms are physically stored in lockable filing cabinets at the Lydney Town Band Secretaries place of residence.
- Select data from these new player membership forms is stored electronically but will be limited to: Name Contact number Email
- BBP registration cards will be physically stored at the Lydney Town Band Contest Secretaries place of residence when not in use for competitions.
- Child Licences issued by county council will be physically stored in lockable filing cabinets at the Lydney Town Band Secretaries place of residence when not in use for event licence applications or held on a password protected file for referencing.

How do we protect and document the data we have?

- The email system used by officers of the band are password-protected, meaning that only specific band officers can access the email system.
- No details will be stored on mobile data storage devices.
- The physical data for every player (New Player membership Forms) is stored in secure lockable filing cabinets in the Lydney Town Band Secretaries place of residence. This building is always locked when empty.
- Band member data is manually inputted onto the email server through our email system. This data is then used by the LYDNEY TOWN BAND to contact band members if required.
- Only Band Secretary, Chairman and Event Manager have access to contact details.

How long do we plan to keep the data for?

Personal data that we process for any purpose is not kept for longer than necessary to fulfil those purposes:

- Player data kept electronically is to be kept only while the player is a member of the band. Contact information can be kept only if leaving player member agrees to such data retention.

- Player data which is stored on New Player Membership Forms in filing cabinets is to be kept only while the player is a member of the band. Membership Application Forms of those that have left will be kept for 12 months in lockable filing cabinets, then shredded.
- BBP registration cards will be kept while player is a member of the band. On cessation of membership cards will be returned to BBP within 6 months of player leaving.
- Child Licences issued by county council will be kept while child is a member of the band. On cessation of membership or child reaches age of 16 the licences will be passed to parents or legal guardians of the child.

Data is not shared with any external organisation for commercial purposes. However, notwithstanding the other provisions of this section, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

Information passed to Brass Band Players Registry (BBP)

The lawful basis for processing the personal data below is due to the legitimate interests of the Band. It is the legitimate interest of Brass Band Players and the UK Brass Band Movement that the rules of registration are upheld through the central registration of players

PLAYER REGISTRATIONS - VIA NEW PLAYER REGISTRATION APPLICATION FORM

Full Name Date of Birth Postal address and postcode

Telephone number Player Signature Band Secretary Signature

Player photo

All the above items of data are used to register a player to a band. This data is used in the first instance to check that the player is not currently registered for another band using BBP crosschecking procedures.

What is the process if someone requests what data we hold on them?

You may instruct us to provide you with any personal information we hold about you via a written request to the band secretary. We may withhold personal information that you request to the extent permitted by law.



DATA DELETION

A player is only removed from the band's membership list when their membership is cancelled. This cancellation process is requested by writing to the band secretary and the following actions will be completed:

- Player data kept electronically will be deleted unless specified by the leaving member that it can be kept on file, again by writing.
- Player data which is stored physically on New Player Membership Forms in filing cabinets will be kept for 12 months in lockable filing cabinets from the date the membership was cancelled and all items of band equipment are returned, then shredded.
- BBP registration cards will be kept while player is a member of the band. On cessation of membership cards will be returned to BBP within 6 months of player leaving or on request of BBP.
- Child Licences issued by County Council will be kept while child is a member of the band. On cessation of membership or child reaches age of 16 the licences will be past to parents or legal guardians of the child.

LYDNEY TOWN BAND will retain personal information collated on the membership form in a locked filing cabinet for the duration of your membership. We take your individual privacy seriously and all such information is held on secure servers. LYDNEY TOWN BAND complies with all applicable Data Protection Regulations. We may amend and/or update this policy from time to time and will notify appropriate persons accordingly. This policy has been updated 01/09/2021.

Under General Data Protection Regulations you have the right to complain to the Information Commissioner's Office (ICO) if you think there is a problem in the way your data is being handled.