

# Uppermill Band

Formed 1979



## Privacy Policy for Trustees, Members and Supporters of the Uppermill Band

### What does this Privacy Policy cover?

This **Privacy Policy** provides information about personal data which is processed by or on behalf of the Band. The Policy is subject at all times to applicable law. It explains what personal data is processed, for which purposes, how long we hold the personal data for, and how to access and update the personal data we hold about you.

Whenever we need to collect any of your data, we will let you know at that point, *why* we need to do so and *what* it will be used for. This guide provides a useful overview of all of those situations and provides more detail on how we will keep your data secure and up to date, and what your rights are in relation to it.

**Uppermill Band** is committed to protecting your personal data and will only use any personal or sensitive data we collect from you in line with the General Data Protection Regulations (GDPR).

### What personal data may we collect directly from you?

When you join **Uppermill Band** as a member, or throughout your membership with us, we may need to collect some of the following information from you. Any personal data we hold about you has been or will be collected directly from you, either in writing or verbally. We will never collect nor attempt to collect personal data from any other source

<ul style="list-style-type: none"><li>• Name &amp; Address</li><li>• Email address</li><li>• Phone number</li><li>• Emergency Contact Details (optional)</li></ul>	<ul style="list-style-type: none"><li>• Allergies/Medical details (optional)</li><li>• DBS Checks (where required)</li></ul>
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### How the Band uses your personal data

**Uppermill Band** collects data from individuals to manage your membership and administration purposes only. This will help us plan, organise and run the day-to-day operations of the Band and will be used for notifying of rehearsals/changes to rehearsals, informing of performance schedule, notifications of meetings and 'in house' social events/group activities.

If you give us your consent to do so, we may also use your contact details to send you communications from the group. Any communication we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also withdraw consent at any point by contacting the Secretary or the Data Protection Officer.

### Sharing of Your information

**Uppermill Band** will only share your personal information as required by law. Other than that which is required by law, we will never pass on any personal information held by the Band to any third party. In the event of a request to share your information you will be made aware of this and your specific consent to the sharing of this information will be sought. Your details will only be made available if you have given your consent and confirmed that you are happy for your personal information to be shared. You will always have the right, subject to applicable law, to decline such sharing.

## Security of your personal data

When you give us your information, we will take steps to make sure that your personal information is kept secure. During the course of our activities, we will process personal data, either held on paper or electronically. Electronic data which will include your contact details, will be kept on a password protected hard drive. This password will be changed every 6 months, or sooner if the person with responsibility for data management changes, in line with GDPR guidance. Paper documents will be disposed of in a secure manner in accordance with our retention policy. We will review these measures regularly to make sure they remain appropriate and effective.

## Administration

We may need (for administration or for legal/regulatory reasons) to collect personal information on members of the group. Where this is the case, we will explain what this is for at the point of collection.

We offer everybody the opportunity to consent or otherwise, to receiving information on the group's activities (e.g. emails about forthcoming events). When sending group emails, we will not divulge the email addresses of other recipients. We may also ask for your preferred topics and communication methods. These allow us to tailor the information we provide to suit your preferences (e.g. email texts Band private group on face book or members-only section on our website).

We will *only* send you information that is related to the group. Anything we send to you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also do so at any time by contacting the Secretary or Data Protection Officer.

## Are there special measures for children's data?

Where we knowingly collect or store data of children under 13 we will ensure the person with parental responsibility for the child has seen the relevant information relating to the child's data or has given consent on behalf of the child.

Once a child is over 13 years old, parental consent to use their data will no longer be sufficient. We will only continue to hold/use the data if the child *themselves* also gives their consent.

## How can you access /update your personal data?

You have rights regarding your personal information, including the right in certain circumstances to access, correct, delete or transfer your personal information or to restrict or object to our use of it. You can exercise your right by contacting the Data Protection Officer at any time [band@uppermillband.co.uk](mailto:band@uppermillband.co.uk) to update or correct the data we hold on you. Contact details will be reviewed annually.

## What rights do you have?

Under the GDPR you have the following rights over your data and its use:

- The right **to be informed** about what data we are collecting on you and how we will use it.
- The right of **access** - you can ask to see the data we hold on you.
- The right to **rectification** - you can ask that we update or correct your data.
- The right to **object** - you can ask that we stop using your data for a particular purpose.
- The right to **erasure** - you can ask us to delete the data we hold on you.
- The right to **restrict processing** - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated.

All requests related to your rights should be made to the Secretary or Data Protection Officer at [uppermillbrassband@gmail.com](mailto:uppermillbrassband@gmail.com) We will respond within 28 days

You can find out more about your rights on the [Information Commission's Office website](#)

## **How long we will hold your data?**

The Uppermill Band data retention policy is to review all data held on individuals annually. We will hold your personal data for as long as you are a member of the band and for one year following the cancellation of your membership. We will remove your data where we no longer have a legitimate reason to keep it.

Where you have withdrawn your consent for us to use your data for a particular purpose (e.g. unsubscribed from a mailing list) we may retain some of your data for one year in order to preserve a record of your consent having been withdrawn.

## **What will we do if anything changes?**

If we make changes to our privacy statements or processes we will post the changes here. Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, we will ask for your consent to continue processing your data after these changes are made

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