

Denmead Brass - Data Protection and Privacy Policy

Definitions:

- The Band - refers to Denmead Brass, registered charity 268623.
- You - refers to each member of the Band.
- Junior - means any member of the band younger than 16 years old.
- Contact Details - means any or all of email address, postal address and/or telephone number..

The Band collects, stores, processes and shares certain personal information as set out in this policy. Such information may include:

- Your name
- Your postal address
- Your email address
- Your telephone number
- Photographs or videos in which you may appear.
- Medical and Emergency contact details.
- Information required for any relevant brass band registry

The Band has a legitimate interest to collect, store and process this information in order to operate efficiently and comply with relevant safeguarding and health and safety policies. This includes maintaining a list of members and a record of any Band instruments or equipment that may be loaned to you.

The Band will only collect, store and process this information with your consent (or for Junior's your parent/guardian's consent). You or your parent/guardian are asked to give your consent to Band when completing the band's membership form. You are not required to provide such details, other than your name, to be a member of the Band and you can request that the Band deletes any copies of such details at any time. The Band will not collect, store and process the Contact Details of junior members, only those of their parents or guardians.

Contact details will only be used to provide you with information you need to participate as a member of the band. Such information may include dates and details of rehearsals, engagements and concerts; committee meeting minutes; other notices directly relating to the running of the Band.

The Band has a legitimate interest for publicity purposes to collect store and use photographs and video recordings of the Band's activities in which you may appear. Such photographs/video may be published on the Band's website, social media feeds, publicity posters, local papers and similar media. You will not be named in any supporting copy unless you or your parent/guardian have given your specific permission each time your name is to be published.

The Band regularly enters contests which require individual players to be registered with a relevant brass band registry. To take part in such contests you must supply the Band with any additional personal information required by the registry. This information will be shared with the registry and stored by the Band in the form of a registration card. You are deemed to have provided your consent to registration information being collected, stores, processed and shared with the registry by signing the registry's application forms and/or registration cards. You are not required to provide such details to be a member of the Band and you can request that the Band deletes any copies of such details at any time.

Other than as set out above, The Band will not share your personal details with any third parties.

Any of your personal details the Band processes under this policy may be stored electronically on GDPR compliant encrypted memory device(s) held by the Safeguarding team, who will take all reasonable steps to ensure it remains private and secure and is only used for legitimate purposes. This includes sending out group emails with addresses BCCed so that your email address is not visible to other recipients.

Denmead Brass - Data Protection and Privacy Policy

As a friendly membership organisation, you and other members of the Band may wish to share contact details and other personal information with each other. This policy does not apply to any such information sharing which is carried out on a purely personal basis.