

Youth Brass 2000 Data Privacy Notice

1. Your personal data – what is it?

Personal data relates to any individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

2. Who are we?

The committee of Youth Brass 2000 has appointed a Data Protection Controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The committee of Youth Brass 2000 complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to comply with legislation (eg Children (Performance and Activities) (England) 2014);
- To administer membership records;
- To manage our adult volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events and activities, including photographs, videos and audio recordings;

4. What is the legal basis for processing your personal data?

- We need to be able to keep you informed about news, events and activities and to process your gift aid donations.
- Processing is necessary for carrying out obligations under legislation which directly affects the band, particularly its younger players, and to be able to maintain a portable set of records for emergency use.
- Processing is carried out by a designated committee member
 - the processing relates only to players or former players and where required, parents (or those who have regular contact with it in connection with those purposes)
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other appropriate members of the committee on an "as required" basis. We will only share your data with third parties outside the band with your consent.

6. How long do we keep your personal data?

We only keep data whilst children and their parents are associated with the band. Once this association ends, the relevant data is securely destroyed/deleted. Videos will be retained as part of the band's archive. Still Images of individuals will be similarly retained unless a request is received to remove them.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the committee of Youth Brass 2000 holds about you or your child;
- The right to request that the committee of Youth Brass 2000 corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased where it is no longer necessary for the committee of Youth Brass 2000 to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) (*Only applies where processing is based on legitimate interests*)
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Review

This Notice, the Data Protection Policy and other Data Protection issues will be reviewed regularly by the band committee, and any appropriate amending action will be taken and documented. A Data Protection review will be presented to the band's Annual General Meeting

10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Youth Brass 2000 Administration Manager at adminmanager@youthbrass2000.com or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5A
