

# **Lancaster City Brass – General Data Protection Regulations (GDPR) Policy**

1. Lancaster City Brass (hereon in referred to as ‘the band’) is an organisation that requires the use of personal data and as such is required to comply with the General Data Protection Regulations.
2. The Band comprises three groups
  - the committee, composed of trustees and elected members
  - members of the band
  - interested parties, eg the Musical Director and other brass band players
3. The band collects personal data that includes names, phone numbers, addresses, emails, physical size of individuals and photos for the following reasons.
  - 3.1 To ensure that loaned band equipment (instruments, lyres, straps, coats, blazers, ties, music etc) is traceable and recoverable.
  - 3.2 To enable members and interested parties to be contacted about matters like concerts, gigs, contests, socials, and rehearsals.
  - 3.3 To enable the band website to be updated.
4. In order to become a member of the band individuals will be asked to formally consent to allowing the committee to collect personal data on the member in a paper form that will be transferred onto an electronic spreadsheet or mobile device that is kept password protected. The paper form will be kept in a locked safe.
  - 4.1 The data will only be used for the band’s legitimate interests, for example, emailing a member about concert dates, gig information, band socials, a rehearsal change or a reminder about subs being due.
  - 4.2 The only time data will be passed to a third party will be in the case of ordering new uniform; only size and gender will be used and no names, numbers or email addresses will be given.
5. Interested parties will be asked to formally consent to allowing the committee to

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collect personal data in an electronic form that will be kept password protected.

The data will only be used for the band's legitimate interests, for example, emailing the interested parties about concert dates, gig information, band socials or a rehearsal change.

6. Members will be emailed by blind copy to ensure that other members' details are not passed on to them. Emails sent by the committee to the committee will be sent with all other committee members' details in order to keep open communication between committee members.
7. All members, interested parties and committee members have the following rights:
  - 7.1 The right to be informed.

This policy will be available to all members so they can see how the band collects and uses the members personal data.
  - 7.2 The right of access.

On request the committee will give a member a copy of their data in electronic form alongside details of how it is stored, within a month.
  - 7.3 The right to rectification.

Members are entitled to have their data corrected.
  - 7.4 The right to erasure.

On leaving the band a member has the right to request the erasure of personal data; this will occur within one month
  - 7.5 The right to restrict processing.

Members can request a halt on processing if they have reason to query the accuracy of the data (for example, request a change to email or address on change of circumstances)
  - 7.6 The right to data portability.

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Members can request their data<sup>[L]</sup><sub>[SEP]</sub> in a suitable digital format within a month.

7.7 The right to object.

Any member may object to the use of their data use to a committee member; this will be responded to via the Chair within one month.

8. The Lancaster City Brass Safeguarding Vulnerable Adults and Children Policy deals with the use of any data about the members of the band that are children.

9. Any personal data kept by the band shall be reviewed, audited and updated annually by a designated committee member and any unnecessary personal data erased.

10. If for any reason any data is compromised or an objection is raised the Chair of the band will be informed and the Information Commissioner's Office notified within 72 hours of the case of a breach Details of the objection or breach need to be included in any relevant correspondence as well as any mitigation that is required for the objection or breach.