



BRATTON COMMUNITY BRASS BANDS

GDPR POLICY - 2023

1. INTRODUCTION

The Bratton Community Bratton Brass Bands (BCBB), which incorporates Bratton Silver Band, Bratton Brass Band and the Bratton Brass Roots, is required to be compliant with the General Data Protection Regulation (GDPR). This GDPR Policy explains what Personal Data BCBB stores, how it uses that information and what rights members have.

BCBB GDPR Policy will be published on BCBB website and all information will be deemed to cover Bratton Silver Band, Bratton Brass Band and Bratton Brass Roots (referred to jointly as 'BCBB').

2. MEMBERSHIP INFORMATION

BCBB stores and uses Personal Data (see Section 5 of this document) solely for the purposes of legitimate use and administration of:

- a. Management of BCBB (Contacts, Subscriptions, Delivery of information from the Committee, Newsletters, Safeguarding and Fundraising);
- b. Organising events (Contests, Engagements, Meetings and Social Gatherings).
- c. Management of equipment, uniforms and music.

Personal Data will not be shared with any other third parties without written notification to the individuals affected.

Members are required to confirm agreement that BCBB is authorised to:

- a. Store their Personal Data;
- b. Maintain a soft/electronic copy of Personal Data in a secure manner. This soft/electronic copy will be updated periodically throughout the membership year with the Personal Data of new members and, for example, with new contact details for existing members.

Members will be asked for their consent to include some of their Personal Data (see Section 5) on a list for distribution to subscribed members. If they do not consent then their data will not be included on the list. This is not a requirement of membership.



BCBB will collect Personal Data from new members on joining. All members will be asked to confirm agreement that their Personal Data can be stored at the time of joining.

3. MEMBERSHIP DATABASE

BCBB stores Personal Data in a Membership Database which is password protected.

The Membership Database is only accessible to specifically named members of BCBB:

- a. Membership Coordinator;
- b. The Secretary;
- c. Safeguarding Officer(s).

All paper copies of Personal Data will be scanned into the database and originals destroyed.

4. FINANCIAL DATA

Members' Financial Data is not required to be provided for Membership Renewal.

Stored Financial Data is used solely for the administration of BCBB for purposes of reimbursing members for expenditure on behalf of BCBB (e.g. fees, miscellaneous purchases and agreed costs).

Financial data is stored securely in BCBB bank's online list of Payees governed by Santander Policy and is only available to the:

- a. Treasurer;
- b. Chairman;.

5. PERSONAL DATA

A. Definition and use

Personal Data means data that is subject to GDPR, and includes information used for the purpose of allowing members of BCBB to be able to contact other members.

A full list of Personal Data currently held by BCBB is as follows:

- a. Name(s) of member;
- b. Full Home Address;



- c. Email Address;
- d. Telephone Contact Number (Home, Mobile);
- e. Emergency Contact Name and Telephone Contact Number;
- f. Parent / Guardian (required for all members aged 16 and under) Name and Telephone Contact Number;
- g. Date of Birth (required for all members aged 16 and under);
- h. Medical issues / additional needs (required for all members aged 16 and under)
- i. Consent that BCBB may store and use personal data as defined in BCBB GDPR Policy;
- j. Consent that BCBB may have my photo and videography taken for band documentation and publicity purposes;
- k. Consent or non- consent to including the defined subset of personal data on a distribution list;
- l. Signed acceptance of the Safeguarding Policy
- m. Parent / Guardian agreement that a member aged 16 and under is fit to play.

B Subset for distribution list

- a. Name of member
- b. Email address
- c. Telephone Contact Number

6. LEGACY DATA

If a member resigns or leaves BCBB for any reason their Personal Data will be kept for up to 6 months before being removed from the Membership Database, with the exception of their name and contact details which will be retained for archive purposes.



7. YOUR RIGHTS

Members have the right, at any time, to see the information that BCBB holds on them. A request should be made in writing to the Secretary. A member has the right to complain to the Information Commissioner's Office (ICO) if they believe there is a problem with BCBB's handling of their data which cannot be resolved directly.

Details of the ICO are at <https://ico.org.uk/>

8. ASSOCIATED CONSENT FORM

The document should be read in conjunction with BCBB Membership Form.

Policy Adopted:	25th July 2023
Signed by (Print)	Mike Strong - Chair
Signed by (Signature)	
Date:	25th July 2023