

Downshire Brass Privacy Notice for Band Members.

WHAT IS THE PURPOSE OF THIS DOCUMENT?

Downshire Brass is committed to protecting the privacy and security of your personal information.

This privacy notice describes how and why we collect and use personal information about you whilst you are a member of Downshire Brass, in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

It applies to all members of Downshire Brass.

Downshire Brass is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to all current band members.

It is important that you read and retain this notice, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

DATA PROTECTION PRINCIPLES

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in anyway that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified.

There are certain types of more sensitive personal data which require a higher level of protection, such as information about a person's health or sexual orientation.

We will collect, store, and use the following categories of personal information about you:

- Name
- Address
- Telephone numbers
- Email address
- Date of birth
- Gender
- Next of kin and emergency contact information.
- Information about your health, including any medical condition

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about band members via a band questionnaire (Google poll)

HOW WE WILL USE INFORMATION ABOUT YOU

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to contact you.
2. Where we need to comply with a legal obligation.
3. To enable us to claim gift aid for Downshire Brass (we are a registered Charity and aligned to HMRC charitable donation).

We may also use your personal information in the following situations, which are likely to be rare:

4. Where we need to protect your interests (or someone else's interests).
5. Where it is needed in the public interest [or for official purposes].

DATA RETENTION

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements and **only** during your time of being a member of Downshire Brass

DATA PROTECTION OFFICER

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO.

Name: Robert Mercer
Position: Chair of Downshire Brass and Data Protection Officer
Email address: robert.mercer@downshirebrass.com
Telephone number: 07597 684148

2 May 2023