

Data Privacy Policy Summary

Newcastle Concert Band (NCB)

Policy approved by Committee: 23.10.18

Policy review date: 30.10.21

1. Introduction

In order to operate, The Newcastle Concert Band, hereafter named the NCB, needs to gather, store and use certain forms of information about individuals.

2. Your personal data – what is it?

Personal data relates to living individuals, who can be identified by 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.
- Processing of personal data is governed by the General Data Protection Regulation (the "GDPR")
- This applies to all handling of personal data on behalf of the NCB

3. What data do we collect?

The NCB will only collect data where lawful and where it is necessary for the legitimate purposes of the group. This data includes:

- Name, contact details (email and/or postal address, telephone number) and musical instruments of members, occasional players and those on the waiting list to join the band.
- Contact details of organizations or individuals for the organization of concerts or other NCB events.
- Information necessary for administration of the NCB (eg lists for members' availability for concerts and tracking music folders, records of meetings including AGM and financial accounts).

4. How do we process your personal data?

The NCB, complies with its obligations under the GDPR by:

- Keeping personal data up to date,
- By storing 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 keep you informed about NCB concerts, rehearsals and social events
- For band administration (eg availability for concerts, managing the music library, collection of subscriptions, reimbursement of expenses, Minutes of meetings and financial records)
- Forward relevant information from other groups about concerts, events and opportunities of interest (eg offering places or requesting players for other events, groups or organizations).