



CITY OF BATH BRASS BAND

GDPR POLICY - 2021

Charity
Registration
Number
286845
Page 1

1. INTRODUCTION

The City of Bath Brass Band (the CoBBB), which incorporates the Main Band and Training Band, is required to be compliant with the General Data Protection Regulation (GDPR). This GDPR Policy explains what Personal Data the CoBBB stores, how it uses that information and what rights members have.

The CoBBB GDPR Policy will be published on the CoBBB website and all information will be deemed to cover both the Main Band and Training Band (referred to jointly as 'The CoBBB').

2. MEMBERSHIP INFORMATION

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

- a. Management of the CoBBB (Contacts, Subscriptions, Delivery of information from the Committee, Newsletters, 100 Club, 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 the CoBBB 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.



CITY OF BATH BRASS BAND

GDPR POLICY - 2021

Charity
Registration
Number
286845
Page 2

Members will be asked for their consent to include some of their Personal Data (see Section 6) 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.

The CoBBB 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

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

The CoBBB has appointed a Data Protection Officer (DPO).

The Membership Database is only available to specifically named members of the CoBBB:

- a. Data Protection Officer;
- b. Membership Secretary;
- c. The Secretary;
- d. Main Band Conductor;
- e. Training Band Conductor;
- f. Training Band Representative (when acting on the CoBBB committee);
- g. Training Band Membership Officer;
- h. Safeguarding Officer.

All paper copies of Personal Data will be kept securely (under lock & key).



CITY OF BATH BRASS BAND

GDPR POLICY - 2021

Charity
Registration
Number
286845
Page 3

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 the CoBBB for purposes of reimbursing members for expenditure on behalf of the CoBBB (e.g. fees, miscellaneous purchases and agreed costs).

Financial data is stored securely in the CoBBB bank's online list of Payees and is only available to the:

- a. Treasurer;
- b. Chairman;
- c. Secretary.

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 the CoBBB to be able to contact other members.

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

- a. Name(s) of member including Title;
- b. Full Home Address;
- c. Email Address;
- d. Telephone Contact Number (Home, Mobile);



CITY OF BATH BRASS BAND

GDPR POLICY - 2021

Charity
Registration
Number
286845

Page 4

-
- e. Emergency Contact Name and Telephone Contact Number;
 - f. Parent / Guardian (required for all members under 18 years old) Name and Telephone Contact Number;
 - g. Date of Birth (required for all members under 18 years old);
 - h. Medical issues / additional needs (required for all members under 18 years old)
 - i. Instrument(s) played with the CoBBB;
 - j. Subscription method (DD or other);
 - k. 100 Club member (Yes/No);
 - l. Consent that CoBBB may store and use personal data as defined in the CoBBB GDPR Policy
 - m. Consent that CoBBB may have my photo taken for band documentation and publicity purposes;
 - n. Consent or non- consent to including the defined subset of personal data on a distribution list;
 - o. Signed acceptance of the Safeguarding Policy
 - p. Parent / Guardian agreement that a member under 18 years is fit to play.

B Subset for distribution list

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



CITY OF BATH BRASS BAND

GDPR POLICY - 2021

Charity
Registration
Number
286845
Page 5

6. LEGACY DATA

If a member resigns or leaves the CoBBB 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 the CoBBB 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 the CoBBB'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 following Consent Form should be read in conjunction with this CoBBB GDPR Policy Document: