



# Band Tref Pontarddulais Pontardulais Town Band



## PRIVACY NOTICE

This privacy notice sets out how Pontardulais Town Band protects and makes use of the information you give to Pontardulais Town Band when you use our website or submit your details to us.

Any information provided to Pontardulais Town Band will only be used in accordance with this privacy statement.

If you have any questions about this notice, or believe that any information we are holding on you is incorrect or incomplete, please contact us as soon as possible via our details below.

### What information do we collect about you?

We collect information about you when you register at an event, become a member or fill in any of our forms.

We may collect the following information:

- Name and date of birth
- Home contact information (address, telephone and email)
- Parental or guardian information (if data subject is under 18)
- Emergency contact information
- Personal image through photography

### Basis for processing

For personal data obtained prior to 25th May 2018 we process this information under the Legitimate Interest basis for establishing and continuing relationships with new and existing contacts. For data obtained after 25th May 2018 we process personal information using consent as our basis for processing. You are able to remove your consent at any time. You can do this by contacting us using the details provided below.

### How will we use the information about you?

Collecting this data helps us communicate with you regarding band events functions and property. Specifically, we may use data:

- To contact you in response to loaned equipment
- To provide you with information on our events and rehearsals
- To administer events (such as ticketing, publicity or attendance)

We may share this information with

- Contest organisers
- Local authorities in order to apply for Child Performance / Body of Persons Licenses

## How we store your information

This information is stored in a locked filing cabinet in a locked room at the Pontardulais Town Bandroom, High St, Pontardulais.

## How long will we keep your information?

We remove and shred personal information where there has been no active interaction during the last two years.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us as detailed below if you wish to make a request.

## Changes to our privacy notice

We keep our privacy notice under regular review and we will place any updates on our web page. This privacy notice was last updated on 11/02/2019.

## Contacts

To contact a specific band official, please use one of the email addresses below, or for general enquiries, send an email to [info@pontardulaistownband.com](mailto:info@pontardulaistownband.com).

**Chairperson** – Mrs Sue Aldrich

[chairman@pontardulaistownband.com](mailto:chairman@pontardulaistownband.com)

**Treasurer** – Mr Neil Palmer

[treasurer@pontardulaistownband.com](mailto:treasurer@pontardulaistownband.com)

**Secretary** – Mrs Jen Welti

[secretary@pontardulaistownband.com](mailto:secretary@pontardulaistownband.com)

## How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113