



Band Tref Pontardulais Pontardulais Town Band



Safeguarding: Data Protection and Privacy Notice

The Band has an ongoing need to: -

- collect and retain information about Band Members,
- communicate with Band Members by email and social media,
- use IT and social media to publicise and develop the Band.

The Band has a duty to safeguard Band Members by managing its use of data, IT and social media in line with Data Protection legislation, the General Data Protection Regulation (GDPR) and good practice in relation to social media use. All Band members are required to follow the guidelines set out in this document.

1. 'Personal data' means anything that can be used to identify an individual; their name, postal address, bank details, ID/membership number, personal contact details or image (if you can identify someone on a photo/video this is now defined as their personal data).

The over-arching principle in the GDPR is that personal data must:

1. only be collected and/or shared with explicit consent of the individual (or his/her parent if under 18)
2. only be collected if there is an explicit and legitimate reason,
3. be collected, processed, retained and deleted fairly, lawfully and in a transparent manner,
4. be adequate for the Band's needs (accurate, proportionate, up to date)
5. only be stored for as long as necessary.

2. People's rights under the GDPR; These include the right to:

1. be provided with a transparent and clear privacy notice which explains how their data will be processed;
2. be given a copy of their personal data;
3. have inaccurate personal data rectified and incomplete data completed; and,
4. exercise the right to have personal data erased if they wish.

Guidelines for the use and storage of data

3. Consent

1. Consent relating to the use of data will normally be sought by the Band Secretary or nominated Committee Member,
2. Consent will be obtained from the individual, or from a parent if the band member is under 18.
3. Consent will be proactive (rather than implied).

4. Individuals will be asked to consent to all types of data individually, (i.e.. to photography, storage of the information on the joining form, participation in the social media groups)
5. Consent will be written; relevant parts of the joining form ticked or deleted, signed and dated by the individual. (Or using an electronic equivalent)
6. Individuals should also have access to a clear and specific privacy statement that explains what the data they are providing will be used for.

4. Legitimate use

1. The Band will maintain a record of contact details for Training Band Members and their parent if under 18
2. The Band will maintain a record of contact details for all Band Members
3. The band will also maintain a record of any relevant health information and or additional needs
4. The Band will maintain a record of members' names and instruments,
- 5.

5. The information will be sufficient to enable these Committee Members to:

1. communicate with members about events/rehearsals,
2. make arrangements for transport to and from events,
3. make safeguarding arrangements,
4. maintain health, safety and wellbeing,
5. keep track of instruments, music and equipment,
6. promote the Band.

Individuals' email addresses will not be visible in group emails.

6. We may share this information with

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

7. Photography

1. If permission for photography has not been given, the person should not be included in photographs or the person's face and any identifying detail must be obscured before publication (including social media)
2. Members may not download, share or use any images for purposes unconnected with the Band.

8. Storage of Band Data

1. Data will be kept securely and not released to any third party
2. Data will be kept electronically in password-protected documents and devices.

3. Official band Photos and videos will be stored in password protected areas and accessed by the committee.
4. The records will be reviewed every year to determine which items are still needed.
5. When people leave the band:
 - a. Their details will be removed from any social media groups with immediate effect,
 - b. Their contact details will be retained securely for two years by the Band Secretary and then deleted,
 - c. Any personal data they hold, about other band members, will be returned to the Band Secretary. (i.e., if the person was a committee member with access to data) If this data were held electronically, the passwords will be changed.

9.Children

1. Young people have the same rights as adults under the GDPR.
2. The GDPR emphasises the importance of asking children for consent before sharing personal information.
3. If a child is mature enough they should have the opportunity to decide whether they agree to their confidential information being shared. If a child doesn't have the capacity to make their own decisions, you should ask their parent or carer (unless this would put the child at risk).
4. GDPR gives children the 'Right to Erasure'. This means they can request online platforms to remove their personal data, including pictures, text or status updates.
5. If a child has shared any material online that they no longer wish anyone to see, they have a legal right to get this material removed, even if the content was posted by someone else.

10.Your data protection rights

Under data protection law, you have rights including:

1. **Your right of access** - You have the right to ask us for copies of your personal information.
2. **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.
3. **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
4. **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
5. **Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.
6. **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.
7. 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.
8. Please contact us as detailed below if you wish to make a request.

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.

Chairperson – Mrs Sue Aldrich

chairman@pontardulaistownband.com

Treasurer – Mr Neil Palmer

treasurer@pontardulaistownband.com

Secretary – Ms Zoe Whetton

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

This policy was last reviewed on:**30/03/24**.....(Date)

Signed:**Alison Gent**.....Position.....PTB Committee.....

Date of Next Review.....**April 2026**.....