

RINGWOOD



PIPE BAND

Registered Charity 281-949
Website <http://www.ringwoodpipeband.co.uk>

Data Protection Policy

1. The Band pays due attention to personal data protection in order to accord with the Data Protection Act (DPA) 1998 and more recently the General Data Protection Regulation (GDPR) in force from 25 May 2018. This policy will ensure that the Band is fully compliant with both.

2. The personal information held by the Band is required by law to be:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights of access, privacy and withdrawal
- kept safe and secure
- not transferred outside of the UK without adequate protection.

3. The Band holds Members personal information to enable information to be distributed to the band and for band members to be able to contact each other. It is held under the control of the Band Committee (the Data Controller) and processed by the Band Secretary and the Assistant Secretary (the Data Processors). Called the Band List of Members it is:

- in hard copy as a set of personal record forms completed by the Members and held by the Assistant Secretary securely in the place where he/she lives. The List comprises names, addresses, telephone numbers and email addresses of Active and Honorary Band Members. It also contains the name and telephone number of a person to be contacted in emergency for each member. Excluding the emergency contact information, the same information is also held by the Assistant Secretary in electronic form on a spreadsheet. It is controlled by him/her for use by the Secretary and other Band committee members to distribute information to the band from time to time. A copy of the spreadsheet is available on the Band Website in a password protected "Members Only" page for use by members in order to contact one another
- augmented with passport information requested from members when required for block booking with airline, ferry, or rail authorities who themselves are subject to the Regulation. This information held by the band is destroyed on return to UK
- never given to anyone outside the Band without full band approval and individual personal information is never to be given to anyone outside the band without the individual's approval
- kept up to date by individual band member's liaison with the Assistant Secretary
- destroyed on dissolution of the Band. Individual information is destroyed as required by members and as members leave the Band

4. The Band also holds the personal information of anyone seeking attendance of the Band or individual Band Members at events or requesting other information of the band. This is obtained from the website booking and enquiry forms or verbally by direct enquiry to any member of the band but principally the Band Secretary. Website generated Booking and General Enquiry forms are automatically copied to the Band Committee and are:

- not to be converted into hardcopy by anyone other than Band Secretary or a committee Member specifically authorised by him/her and then only for the purpose of dealing with the booking or general enquiry
- to be destroyed if no longer dealing with the enquiry or once the booked event is over

5. Exceptionally the Band Secretary may keep personal details of enquirers from whatever source with their permission but will not pass these details on to any other person without the enquirer's permission. This information will be destroyed as soon as it bears no relevance to Band activity and at the latest held no longer than 12 months.

6. Personal information shared with the Charity Commission falls within the Data Protection Policy in force by the Commission.

7. Personal information shared with the Website Server falls within the Data Protection policy in force by the company selected to host the website which must accord with DPA and GDPR requirements.

8. Dropbox and other on line file sharing facilities are used by the band to help with information transfer within the band for both the website and music files. Access to the shared website files will only be given to the Band website manager, the Band Secretary and the Band Chairman. Access to the music files will be given to all band members.

Campbell de Burgh
Band Chairman
on behalf of the Band Committee (the Data Controller)

15 May 2018