

1st Class Brass

GDPR Policy

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Privacy

1st Class Brass (henceforth 1CB, or “the Band”) is committed to protecting and respecting its members’ privacy. For the purposes of this data protection policy, 1CB is the Data Controller and is responsible for storing and otherwise processing its members personal data in a fair, lawful, secure and transparent way. This policy applies to all data that the Band holds relating to identifiable individuals, even if that information technically falls outside of the Data Protection Act 1998.

What personal data do we hold?

When members register with the Band they complete the *Contact Details Form* which collects their name, date of birth, gender, contact details, next of kin, and any known medical conditions. We ask adult band members to complete a declaration on safeguarding; for children under 18, all communication is with a responsible adult. Personal data may also be collected or updated via phone, e-mail or social media.

We may also collect contact data from non-members (eg guest players and conductors, concert organisers, etc). This data will be stored and accessed in the same way as for band members.

Why do we need our members’ personal data?

We need this data to organise and carry out the activities of the band (rehearsals, concerts, socials and other events). This forms a “lawful basis” for collecting and processing personal details. We may use our members’ data for purposes including (but not limited to) the following:

- communicating with members about rehearsals, concerts, socials and other events
- keeping records of attendance, subscription payments, etc
- maintaining records of equipment and clothing loaned

How are personal data stored?

- Data are stored on a secure password-protected cloud-based system. The system is backed up regularly, with backups stored on a drive which is password-protected and kept in a locked location.
- Many existing members will have completed a paper copy of the *Contact Details Form* and other declarations. These will have been scanned, with a copy saved to a secure cloud-based system; the original paper copy will have been destroyed. New members will fill in details directly via an online form.
- Members’ names, date of birth, next of kin and known medical conditions are stored on a mobile phone which is brought to all rehearsals, concerts and social events. The phone has no SIM and is purely a storage device; it is protected by a PIN code which is known only to the Chairman and Secretary. Details will be accessed only in the event of an emergency.
- Personal data will be shared only with members of the Committee who require it to perform their duties. Committee members may hold contact details on password protected electronic devices.

Social media

1CB currently has accounts on Facebook, Instagram, X and YouTube, which members and supporters are invited to follow. The provider of each platform will have their own privacy policies, for which 1CB does not accept any responsibility or liability. Members and supporters should check these policies before sharing any personal data on the band's social media platforms.

Sharing personal data

Personal data will be made available only to members of the Committee who need it to perform their duties. 1CB does not share personal data with any third party and does not store or transfer personal data outside of the UK. Occasionally we may be approached by an individual wanting to contact one of our members (for example with an invitation to deputise at a concert). In such cases we would share contact details only with the express consent of the member concerned.

What happens when a member leaves the band?

When a member leaves the band, we will ask them whether we may retain their details in order to contact them about future concerts, social events etc.

Where members do not give consent to this, we will delete their personal data within 6 weeks of their final rehearsal or event with the band. A member who does not formally leave the band but becomes inactive will have their details deleted after 6 months of inactivity.

Where a departing or inactive band member has not yet returned loaned equipment or uniform, we will retain contact details until the loaned material has been returned.

Members' rights and responsibilities regarding personal data

Members are not obliged to share any personal data with 1CB, but should be aware that if they do not make available certain key data, it will not be possible for the band to register or administer their membership.

It is members' responsibility to ensure that their data is correct and up to date by informing the band of any changes.

Members have the right at any time to request a copy of the data we hold on them, and to ask us to amend or erase it; to restrict or object to certain kinds of processing of their personal data; and to complain to the Information Commissioner's Office about any aspect of processing of this data.