

The City of Lichfield Concert Band - Registered Charity 1170801

Privacy notice - general information about the data kept by The City of Lichfield Concert Band.

Within this document 'personal data' means data by which you can be identified. There is a data protection policy for the band.

A. What and how data is collected?

The following personal data is collected for the membership list: -

Name, address, home telephone number, mobile number, email address

The treasurer keeps details of your membership payments and some bank account details for those who receive payment from COLCB.

B. Where and how it is stored and who can view it?

Your personal data is kept on password protected computers or mobile phones.

A paper copy of the signed privacy notice is kept by the chairperson.

You have the right to view the personal data that is kept.

Trustees of COLCB can view your personal data.

C. Your rights concerning the data held

- a. To be removed from the band list and to have your data deleted.
- b. To see the data held about you – it is your data. Any request to see the data will be responded to promptly, within 1 calendar month.
- c. To ask to have your details changed
- d. To opt out of being included in band photos for use within the band, on the band website or for band publicity. It is your responsibility to step aside when photos/video clips are being taken.

The City of Lichfield Concert Band complies with the Data Protection Act 1988 and the General Data Protection Regulations 2016. Personal data will only be shared with others if there is a legitimate reason to do so. (Legitimate is defined within GDPR.)

D. What the data will be used for

The personal data collected will be used to contact you about membership, subscriptions and other legitimate band interests e.g. notifying of changes of venue, details of concerts etc. Your personal data will not be shared with any other person/organisation except if necessary for your safety e.g. if you became ill whilst with us. However photos and video clips of band members on the COLCB website can be viewed by the public.

E. How long will data be retained and how will it be disposed of?

Your personal data will be deleted from computer and phones when you leave the band.

Do you consent to your data being kept in this way? Decision

Signed.....

Date

If you wish to remove your agreement to the COLCB's use of your data at any time please email the current chairperson

If you have any concerns about how COLCB has handled your data, you can complain to the Information Commissioners Office ICO by phone on 0303 123 1113 or by email to www.ico.org.uk/concerns

December 2018 John Wharton