



# The City of Lichfield Concert Band

## Data Protection Policy

Last updated and approved by Trustees 12<sup>th</sup> November 2024

### Overview

The Data Protection Act 2018 controls how your personal information is used by organisations, businesses or the government. The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

Information must be

1. used fairly, lawfully and transparently
2. used for specified, explicit purposes
3. used in a way that is adequate, relevant and limited to only what is necessary
4. accurate and, where necessary, kept up to date
5. kept for no longer than is necessary
6. handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

These principles have been applied to describing the following Data Protection Policy for The City of Lichfield Concert Band (COLCB).

### a) Data Collected and Responsibilities

COLCB will collect the following data for the purpose of functioning as a charity and as a community band

- name
- postal address
- email address
- phone number
- bank details for those receiving payment

Opt-in consent will be needed for this data to be collected and used. The data will be available to the person who can change or remove it. The COLCB Committee will ensure that the member understands the reasons for collecting the data.

The COLCB Committee will try to ensure that any GDPR updates are adhered to and these can be found at [www.ico.gov.uk](http://www.ico.gov.uk)

COLCB will ensure that the rights of individuals will be adhered to under the Data Protection Act 1998 and GDPR 2018



## **b) Purpose for the data**

The data will be used as a membership list which can then be used to communicate information about band activities.

Communication by email will not involve the CC option only the BCC when circulating information to band members. Email communication between committee members will be either by CC or BCC. Information will be recorded about membership subscriptions.

Data will be used to claim gift aid from HMRC.

Data will be used for making payments to members for refunding payments made on behalf of band, honorarium and Dep payments.

Members who are responsible for communication about late changes to concert performances will have relevant contact names and email/phone numbers.

Email data from the public who are interested in information about the band will be stored and used to communicate relevant information. Consent to hold this data will be obtained.

## **c) Data Sharing and Storage**

The data will be shared with committee members and trustees.

Those playing members who have responsibility for contacting others regarding late changes to concert performances will have access to data for members on their list.

The data will be retained on a password protected computer or mobile phone.

Data accuracy will be verified every 12 months.

Data will be removed when a member leaves the band.

No data will be shared with third parties without prior written consent.

## **d) Data Control**

The chairperson and committee will oversee the general purposes for which the data is used.

Breaches of data security or confidentiality will be reported and investigated by the committee.

Any questions about data held will be answered within four weeks.

## **e) Disclosure**

Only anonymised data will be disclosed, for example to any funding agency and it will not contain any personal information which could identify individuals.

## **f) Subject Access Requests**

Individuals have the right to access and receive a copy of their personal data, and other supplementary information. This is commonly referred to as a subject access request or 'SAR'.

Individuals can make SARs verbally or in writing, including via social media. A third party can also make a SAR on behalf of another person.



COLCB will respond to a SAR without delay and within one month of receipt of the request. This time limit may be extended by a further two months if the request is complex. COLCB will perform a reasonable search for the requested information and provide the information in an accessible, concise and intelligible format. The information will be disclosed securely. COLCB will only refuse to provide the information if an exemption or restriction applies, or if the request is manifestly unfounded or excessive.