

Overview of Data Protection Policy

The GDPR started on 25 May 2018 and sets out general rules about data protection. The law gives broad principles that apply in six categories:

1 Lawful and transparent – what data is collected, its format, where stored and who can access it.

2 Purpose – where must be a lawful purpose for using the data and consent must be obtained.

3 Data minimisation – only minimum data collected for the purpose.

4 Accuracy – data must be reviewed periodically.

5 Storage – for how long kept and when is it removed.

6 Confidentiality

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

Data Protection Policy for The City of Lichfield Concert Band

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, address, email, 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.

COLCB committee will try to ensure that any GDPR updates are adhered to and these can be found at 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 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 member 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.

Policy written by John Wharton, Dec 2018

Policy accepted at _____ Date _____

Signed _____ Position _____

Seconded _____ Position _____