***Privacy POLICY***

The General Data Protection Regulation (UK GDPR) as part of the Data Protection Act 2018, affects all UK Businesses, Groups, Clubs and Charities. Our Privacy Policy is aimed at protecting you and your Data (and that of your child). Any organisation that has your personal details needs to disclose what they hold and how they contact you.

In simple terms the Privacy Policy means that we need to explain to you:

* + What we hold on you
  + How or where we hold it
  + What we use it for
  + How long we keep it for.

**What we hold on you**

In order to facilitate the effective running of Lympstone Academy Brass (the Band), we need to be able to easily contact you, we therefore hold several items of information which we use to contact you in case of emergencies and also to let you know what is going on. In order to do this we hold your personal details including: Email Address, Postal Address, Home and Mobile Phone numbers, and Emergency Contact details. If applicable, we also hold information on any special circumstances or additional needs that might affect you/your child whilst taking part in activities, including any medications (Disability/Medical/Allergies etc.). We also hold details of the instrument(s) you play, and all items of Band Property that is on loan to you (i.e. instruments, equipment and uniform). We also keep a weekly attendance register, which includes names and contact numbers.

**How or where we hold it**

All of our data is held securely in an encrypted soft copy file, as well as hard copies being on file with the Band’s GDPR Administrator. The Core Committee, namely the Musical Director, GDPR Administrator, Welfare Officer, New Members Rep, and Events Coordinator\* have access to this information, but it is not passed to, or shared with, anybody outside the Band. Contact details of those Band Members who have expressly given their consent to share this information, are available to any member of the Band on request; this is updated as and when new members join. Core Committee Members only have access to your information while they are on the Committee and their access is removed as soon as they relinquish their position. This is currently administrated by Emily McGrath, who for the purposes of this document, acts as the GDPR Administrator for Lympstone Brass Academy.

\* The Core Committee posts are currently held by the following Band Members:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Musical Director: | Roger Riggs | * New Members Rep: | | Gill Preston |
| * GDPR Administrator: | Emily McGrath | * Events Coordinator: | | Cathie May |
| * Welfare Officer: | Emily McGrath |  |  | |

**What we use it for**

Your data is used solely for administration purposes relating to LA Brass membership and activities. We will contact you using the details you have provided us with, to give you details of rehearsals, gigs, committee meetings, social events and any other business that contributes to the smooth running of the Band. From time to time, we will ask you to check that the details we hold on you are correct, but at least once every two years.

**How long we keep it for**

We hold the information that you provide us with for the length of time that you are a member of the Band. If you choose to leave, then your information is deleted by all those who hold copies (i.e. the Core Committee).

The weekly attendance register is destroyed on a rolling 12 month basis. This hard copy register is currently held by our Librarian & Parent Rep, Fiona Dew.

**Photography / Filming**

From time to time, photographs and videos of the Band will be taken to be used for publicity, posters and promoting the Band in general; this may be via websites and the use of social media. Should you / your child NOT wish to appear in such a photograph or video, it is your right not to participate.

Please note that we have no control on the use of photographs taken of the Band by the public when we are playing at concerts etc.

If you have any questions regarding our Privacy Policy, then please contact Emily McGrath on email [ejsefton@hotmail.com](mailto:ejsefton@hotmail.com) and she will respond accordingly.

**We are committed to reviewing our Privacy Policy and good practice annually:**

This policy was last reviewed on: …………/……/……………………… (Date)

Signed by (signature): ………………………………………………………… (Band Welfare Officer)

Signed by (print): …………………………………………………………… (Band Welfare Officer)