



## ST.SWITHUN'S BAND BRIDPORT

### **DATA PROTECTION POLICY**

The Data Protection Act 1998 is designed to protect individuals and any personal data which is held by an organisation on their behalf.

In order for St. Swithun's Band Bridport to operate as a collective group of people, it is essential that certain Personal Data is stored. These guidelines illustrate the procedures which we will undertake to ensure that all personal data is safely stored and protected and confirms how our Band will fully comply with the new regulations in force from May 25<sup>th</sup> 2018

Guidelines:

Any Personal Data shall be obtained and processed lawfully

Only the Personal Data which is relevant to the Band's operation will be obtained from Band members and volunteers

Personal Data shall be accurate and kept up to date

Personal Data shall not be kept for longer than necessary

Personal Data shall be processed in accordance with the rights of the data subject (St. Swithun's Band Bridport members and volunteers) under the Data Protection Act 1998

All Personal Data (manual and electronic) must be kept secure

No Personal Data will be shared

**Band Website:** The Band's website will be responsibly managed to promote the best interest of St. Swithun's Band Bridport.

**Social Media:** The Band's Facebook site will be responsibly managed to promote the activities of St. Swithun's Band Bridport

All Band members and volunteers reserve the right to withdraw permission for their Personal Data to be stored and photos used.

St. Swithun's Band Bridport will not publish any photos of members who refuse permission. This action comes into effect from May 2018.

St. Swithun's Band Bridport will not be responsible for any photos uploaded to Social Media by a member of the public.

All Band members and volunteers will be made aware of our Data Protection Policy

A copy of this Policy is available upon request

Annually these records will be reviewed and information relating to players who have left will be destroyed/deleted once all band equipment is returned and any monies owed paid.

Guidance and Advice from Brass Bands England