**Cleethorpes Band**

**Privacy Notice**

Cleethorpes Band are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Cleethorpes Band is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

**What personal data we hold on you**

You may give us information about you by filling in forms, register details on an app we use, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the band. The information you give us may include your name, date of birth, address, e-mail address, phone number, name of Band you have previously registered with or which you are registered and gender.

**Why we need your personal data**

The reason we need your data is to be able to administer your membership and provide the membership services you are signing up to when you register with the band. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include;

**To register you for competition**

* this involves sharing personal data with the Brass Band Players Registry

**For membership and club management**

* processing membership forms and payments;
* maintaining records of equipment and clothing loaned
* sharing data with committee members to provide updates on membership
* to inform you about concerts, contests, rehearsal changes, social or other events.

**For funding and reporting purposes**

* this could include sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;

**Marketing and communications (where separate consent is provided)**

* sending information about merchandise (such as band clothing) or fundraising.

On occasion we may collect personal data from non-members e.g. guest players or concert organisers. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The Band has Facebook and Twitter social media pages and also utilises TeamApp for the purpose of communicating with members. All members are free to join these pages. Social Media platform providers have their own privacy policies, the Band does not accept any responsibility or liability for these policies.  Please check these policies before you submit any personal data on the club social media pages.

**Who we share your personal data with**

When you become a member of the Band, you are likely to be registered with the Brass Band Players Registry in order to take part in contests. Your data will be used to activate your registration with the Band. If you have any questions about the continuing privacy of your personal data, when it is shared with Brass Band Players Registry, please contact them through the ‘contact us’ section of their website which can be found here. <http://www.bbpregistry.com/contact-us.html>

The Band does not supply any personal data it holds for this purpose to any other third party. The Band does not store or transfer your personal data outside of the UK.

**How long we hold your personal data**

We will hold your personal data on file for as long as you are a member with us. It is your responsibility to ensure that your data is accurate by informing us of any changes. Any personal data we hold on you will be securely destroyed after four years of inactivity with the Band providing all equipment loaned has been returned. Your data is not processed for any further purposes other than those detailed in this policy.

**Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK’s Data Protection Supervisory Authority, the Information Commissioner’s Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with Cleethorpes Band. If you choose not to share your personal data with us we may not be able to register or administer your membership.