

## **DATA PROTECTION POLICY STATEMENT**

The band holds information about its members in order to conduct its business as a community music-making organisation. The information is normally managed and kept up to date by a committee member and information about adult members is by default shared with all band members to facilitate efficient operation of band activities

Information kept by the band about its adult members includes: name, address, telephone numbers, email addresses, availabilities for playing events, and details of instrument, music and equipment loans.

Information kept by the band about its junior members includes the above, plus contact details of a parent/carer, and relevant medical and publicity details and permissions agreed specifically with the child or young person's parent/carer. This information is held by the band's Child and Vulnerable Adults Protection Officer and made available to band members with responsibility for running band activities that involve junior members.

The band holds names, addresses, telephone numbers and email addresses of Silver Lotto subscribers for the purpose of contacting them with Lotto draw outcomes and details of other relevant band activity. Subscribers have been informed (when re-subscribing in January 2019 – new Lotto subscribers will be informed on joining) that they can withhold consent for the band to hold and use such information at any time.

The band holds names and email addresses of audience members who have asked to be kept informed of future band events. The band will only hold this information for this purpose, will not pass on the information to any other parties, and will delete it from the band's records on request by the audience member concerned. The band's chairman is responsible for holding and maintaining this information in accordance with this policy.

Adopted by the Band's Committee on 13/1/19

Amended to include audience details and agreed by the Band's Committee 27/10/19