

# Stourport-on-Severn Brass Band

## Keeping Data Safe

### Policy Statement

Stourport-on-Severn Brass Band (SoSBB) is committed to ensure that it has appropriate policy governance and arrangements in place to ensure compliance with General Data Protection Regulations.

This document sets out those appropriate arrangements to ensure the security of data held.

### 1. Key Requirements of the General Data Protection Regulations

- 1.1 The General Data Protection Regulations require that data:
  - i. is processed fairly, lawfully and transparently
  - ii. collected for specified, explicit and legitimate purposes
  - iii. adequate, relevant and limited
  - iv. accurate and where necessary, kept up to date
  - v. kept for no longer than is necessary
  - vi. processed in a manner that ensures appropriate security of the personal data.

### 2. Governance of Members information

- 2.1 When joining the band, players are asked to complete an online Membership Form which contains information and contact details pertaining to that player. This information will be kept electronically by the band's Data Manager.
- 2.2 The members' data will be used to contact them and notify any band news, announcements and updates with regard to rehearsal or engagements. These communications are typically by email, but may be by text or post. Members' data will also include emergency contact information, should such an event occur and it is necessary to contact a next of kin.
- 2.3 The electronic copy of members' information will be retained within the Members area of the web site by the Data Manager, so that it can be accessed in an emergency, when at a rehearsal or engagement. Access to the Members Area of the web site will be by secure password and limited to the SoSBB Committee only. Access will be revoked immediately for any individual leaving the SoSBB Committee.
- 2.4 Band members are required to notify the Data Manager of any changes to that information immediately.
- 2.5 Additionally, periodic checks will be made by the Data Manager to ensure the Members' information is up to date.
- 2.6 When leaving the band, members details will be removed from the Members Area. However, the Data Manager may ask the leaving member if their details can be retained for the purpose of contacting them to support the band at future events to deputise. Only where permission is given, will the data be retained.
- 2.7 Members' details will not be passed onto any other party without the consent of that individual.

# **Stourport-on-Severn Brass Band**

## **3. Governance of Band Buddy scheme**

- 3.1 In December 2016, SoSBB launched its Band Buddy scheme. Anyone with a legitimate email address, over the age of 16 years can be a Band Buddy.
- 3.2 Band Buddies are friends, family and supporters of SoSBB. On joining the Band Buddies scheme, individuals agree to receive SoSBB promotional information through email on a regular basis.
- 3.3 Band Buddies information (i.e. form with paper signatures) will be retained securely by the Band Buddy Co-ordinator both in paper and electronic format (password protected) and will not be shared with or sold to any individual or agency.
- 3.4 Every email that is sent to Band Buddies will provide an opportunity to unsubscribe from the Buddy scheme. Anyone who makes such a request will be removed from the Buddies database immediately and receive no future information.
- 3.5 If following the sharing of any Band Buddy information by email, a 'non-delivery' notice is received, it will be assumed that the email is no longer active and that individual will be removed from the Buddy scheme.

## **4. Governance of Keep Data Safe policy**

- 4.1 This document will be reviewed by the SoSBB Committee at least annually, or sooner if any changes are required.

Approved by the Chair and Committee of SoSBB : June 2018