

Dunston Silver Band – Data Protection Policy

Lead responsibility:	Dunston Silver Band Chair Person
Approved by:	Dunston Silver Band Committee Dunston Silver Band Members
Operational from:	May 2018
Review due:	May 2019
Legal framework:	General Data Protection Regulations 2018 Safeguarding Vulnerable Groups Act 2006

1. Introduction

In order to operate, Dunston Silver Band needs to gather, store and use certain forms of information about individuals. These can include members, contractors, suppliers, volunteers, audiences, business contacts and other stakeholders the group has a relationship with.

This policy explains how this data should be collected, stored and used in order to meet Dunston Silver Band's data protection standards and comply with the General Data Protection Regulations. It ensures that the Band:

- Protects the rights of our members, volunteers and supporters
- Complies with data protection law and follows good practice
- Protect the group from the risks of a data breach

2. Who and what does this policy apply to?

This applies to *all* those handling data on behalf of Dunston Silver Band e.g.:

- Committee members and trustees
- Employees and volunteers
- Members
- Contractors/third party suppliers

It applies to all data that Dunston Silver Band holds relating to individuals, including:

- Names
- Email addresses
- Postal addresses
- Phone numbers
- Any other personal information held (e.g. financial)

3. Roles and Responsibilities

Dunston Silver Band is the Data Controller and will determine what data is collected and how it is used. The Data Protection Officer for Dunston Silver Band is Natasha Newson. Natasha, together with the trustees and the committee are responsible for the secure, fair and transparent collection

and use of data by Dunston Silver Band. Any questions relating to the collection or use of data should be directed to the Data Protection Officer.

Everyone who has access to data as part of Dunston Silver Band has a responsibility to ensure that they adhere to this policy.

4. Data Protection Principles

Anyone processing Personal Data must comply with the eight Data Protection Principles set out below. You must not breach the Data Protection Principles. If you are in any doubt contact your Data Protection lead. Data Protection Principles are as follows:

a) We fairly and lawfully process personal data in a transparent way

We will only collect data where lawful and necessary for the legitimate purposes of the group.

i): A member's name and contact details will be collected when they first join the group, and will be used to contact the member regarding group membership administration and activities. Other data may also subsequently be collected in relation to their membership, including their payment history for 'subs'. Where possible, we will anonymise this data.

Lawful basis for processing this data: The collection and use of data is fair and reasonable in relation to Dunston Silver Band completing tasks expected as part of the individual's membership.

ii) The name and contact details of volunteers and contractors will be collected when they take up a position, and will be used to contact them regarding group administration related to their role. Further information, including personal financial information and criminal records information may also be collected in specific circumstances where lawful and necessary (in order to process payment to the person or in order to carry out a DBS check).

Lawful basis for processing this data: The collection and use of data is fair and reasonable in relation to Dunston Silver Band completing tasks expected as part of working with the individuals.

iii) An individual's name and contact details will be collected when they make a booking for an event. This will be used to contact them about their booking and to allow them entry to the event.

Lawful basis for processing this data: The collection and use of data is fair and reasonable in relation to Dunston Silver Band completing tasks expected as part of the booking.

iv) An individual's name, contact details and other details may be collected at any time (including when booking tickets or at an event), with their consent. See 'How we get consent' below.

Lawful basis for processing this data: Consent (see 'How we get consent')

b) We only collect and use personal data for specific, explicit and legitimate purposes and will only use the data for those specified purposes.

When collecting data, Dunston Silver Band will always provide a clear and specific privacy statement explaining to the subject why the data is required and what it will be used for.

c) We ensure any data collected is relevant and not excessive

Dunston Silver Band will not collect or store more data than the minimum information required for its intended purpose e.g. we need to collect telephone numbers from members in order to be able to contact them about group administration, but data on their marital status or sexuality will not be collected, since it is unnecessary and excessive for the purposes of group administration.

d) We ensure data is accurate and up-to-date

Dunston Silver Band will ask members, volunteers and others to check and update their data on an annual basis. Any individual will be able to update their data at any point by contacting the Data Protection Officer.

e) We ensure data is not kept longer than necessary

Dunston Silver Band will keep records for no longer than is necessary in order to meet the intended use for which it was gathered (unless there is a legal requirement to keep records). When the intended use is no longer applicable (e.g. contact details for a member who has left the group), the data will be deleted within a reasonable period.

f) We keep personal data secure

Dunston Silver Band will ensure that data held by us is kept secure.

- Electronically-held data will be held within a password-protected, secure environment
- Passwords for electronic data files will be re-set each time an individual with data access leaves their role/position
- Physically-held data (e.g. membership forms) will be stored in a locked cupboard
- Access to data will only be given to relevant trustees/committee members/contractors where it is clearly necessary for the running of the group. The Data Protection Officer will decide when this is applicable and will keep a list of who has access to data

g) Transfer to countries outside the EEA

Dunston Silver Band will not transfer data to countries outside the European Economic Area (EEA), unless the country has adequate protection for the individual's data privacy rights.

5. Individual Rights

When Dunston Silver Band collects, holds and uses an individual's personal data that individual has the following the rights over that data. We will ensure our data processes comply with those rights and will make all reasonable efforts to fulfil requests from an individual in relation to those rights.

Individual's rights

- *Right to be informed:* whenever Dunston Silver Band collects data we will provide a clear and specific privacy statement explaining why it is being collected and how it will be used.
- *Right of access:* individuals can request to see the data Dunston Silver Band holds on them and confirmation of how it is being used. Requests should be made in writing to the Data Protection Officer and will be complied with free of charge and within one month. Where requests are complex or numerous this may be extended to two months
- *Right to rectification:* individuals can request that their data be updated where it is inaccurate or incomplete. Dunston Silver Band will request that members, volunteers and contractors check and update their data on an annual basis. Any requests for data to be updated will be processed within one month.
- *Right to object:* individuals can object to their data being used for a particular purpose. Dunston Silver Band will always provide a way for an individual to withdraw consent in all marketing communications. Where we receive a request to stop using data we will comply unless we have a lawful reason to use the data for legitimate interests or contractual obligation.
- *Right to erasure:* individuals can request for all data held on them to be deleted. Data will not be held for longer than is reasonably necessary in relation to the purpose it was originally collected. If a request for deletion is made we will comply with the request unless:

- There is a lawful reason to keep and use the data for legitimate interests or contractual obligation.
- There is a legal requirement to keep the data.
- *Right to restrict processing:* individuals can request that their personal data be 'restricted' – that is, retained and stored but not processed further (e.g. if they have contested the accuracy of any of their data, we will restrict the data while it is verified).

6. Member-to-member Contact

We only share members' data with other members with the subject's prior consent. As a membership organisation Dunston Silver Band encourages communication between members.

To facilitate this, members can request the personal contact data of other members in writing via the Data Protection Officer. These details will be given, as long as they are for the purposes of contacting the subject (e.g. an email address, not financial or health data) and the subject has consented to their data being shared with other members in this way.

7. Sharing information & confidentiality relating to Safeguarding

In the event of a safeguarding concern being brought to the attention of the Management Committee and/or the Welfare Officer, it is essential that all information pertaining to the safeguarding concern is kept confidential. It is the responsibility of the Welfare Officer to retain all information collected in the course of investigating a safeguarding concern. This information must be kept securely, if held electronically or in a locked system if held manually.

If the Welfare Officer decides it is appropriate to share information obtained in the course of investigating a safeguarding concern with external parties (such as the Local Authorities Safeguarding Children's Team, or Police), the Welfare Officer must keep a record of what is shared, with whom and for what purpose. Further information may need to be disclosed to external parties (e.g. Children Services, Police etc.) to support their investigations into the concern raised. Where the individual concerned is under the age of 18 or in care, information may also be shared with the parent or carer.

Where data is shared it should be done so, where possible, with informed consent. In some instances where it is judged by the Welfare Officer that there is good reason to share information, such as where safety may be at risk, information can be shared without the individual's consent. In such an eventuality a record must be kept of the rationale for sharing without consent.

You should always refer to the Band's Safeguarding Children and Young People Policy and Procedures before you collect and/or disclosure any information relating to Safeguarding incidents.