



ATB Data Privacy Policy Feb 2021

Andover Town Band follows the guiding principles of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (the UK's implementation of GDPR).

Your data is held by Andover Town Band, a registered UK charity. We store your data securely and have suitable controls in place to prevent unauthorised access or disclosure.

We may process your data for a variety of reasons. However, we will always ensure that we have a valid legal reason to do so.

You are entitled to request details of the personal data we hold about you under your rights of access. If you would like to request a copy, please contact the Welfare Officer.

If you believe that any of the data we hold about you is incorrect, or feel that there is no reason for us to keep it, please contact ATB's Welfare Officer to review, update or erase the information. You can also contact the Welfare Officer for further information about how your data is processed.

This data privacy policy can also be found on the policies page of our website (www.andovertownband.com).

For Members

The primary reasons we use your data are to:-

- Communicate with you on band-related matters
- Help ensure your welfare and safety, e.g., in rehearsals, concerts, events, contests and tours
- Collect subscriptions and help maintain our assets (instrument loans, etc.)
- Plan rehearsals, concerts, events, contests and tours (e.g., by knowing which instrument you play in which band, and your attendance history)
- Provide required information to third parties to register for contests, etc. and to enable concerts, events and tours to take place

We will not sell, lease or distribute your personal information to any third parties, other than as stated above.

Where we rely on your consent to process your data (e.g., photo opportunities), we will adhere to what you have specified in your membership application form or any more recent update. You can withdraw your consent at any time by contacting the Welfare Officer.

We may collect data about you from your membership application form, any verbal, written or e-mailed updates or other required forms that you complete, or when you utilise the band website.



Andover Town Band

You are required to inform us of any changes to your personal information, but we will endeavour to send you an annual reminder.

Your personal details are stored and shared securely and are accessible only to Andover Town Band members who need it. Welfare information (including any special category data, e.g., medical needs) is stored securely, kept private and only shared between the Welfare Officer and Deputy Welfare Officer or in an emergency. Financial information (such as subscriptions and payment plans) is stored securely, kept private and only accessible to the Treasurer and the financial auditor.

Your full records are retained only whilst you are a member of Andover Town Band and for as long as necessary after you leave for us to close off your involvement with the band, e.g., all band equipment and instruments have been returned and all fees have been settled. Thereafter, we may retain your basic data such as name, contact details, membership dates, band and instrument (but not your emergency contacts, nor any medical or welfare information except in an anonymised way) as part of Andover Town Band's historical record of past members. All other personal data will be securely destroyed. If you would like all your data destroyed, please tell us and we will take forward your request. We will not contact past members except those who choose to stay in touch as a 'Friend of the Band', in which case the following 'For Friends' arrangements apply.

For Friends

If you 'opt in' to our Friends' communications, we will record your name and contact details provided, primarily your e-mail address, and may record other information such as past membership of Andover Town Band, lifetime membership, or the date and concert at which you signed up as a Friend. If you choose to make a donation to the band, we will also record this.

We will use your data to send you occasional information, normally by e-mail. This is primarily notices of upcoming concerts and events and band newsletters.

We will not sell, lease or distribute your personal information to any third parties.

Your personal details are stored and shared securely and are accessible only to Andover Town Band members who need it, usually the Friends of the Band Co-ordinator and, where relevant, the Treasurer and financial auditor.

If you notify us of a change of contact details, we will update our records accordingly.

We will send you communications until you unsubscribe. We will also remove you from our listings if a delivery failure notification is received. You can unsubscribe at any time by contacting ATB's Welfare Officer or by sending a reply to any recent Friends' communication received.

We retain details of past Friends who have unsubscribed to help us avoid well-intentioned but accidental inclusion when messages are sent out. If you would like your details to be deleted, please tell us and we will take forward your request.