

# Privacy Statement

We want to make sure that you know what data we collect from you as a member of the group, why we need it, and what we do (and don't do!) with it.

## Why do we need your data?

We need to collect and store some of your details, for example your name, telephone number and email address, so that we can let you know about things like rehearsal and event dates, tours and social events, or notify your emergency contact/next of kin if necessary.

## What data do we collect from members?

We collect some of the following types of data from members (we don't collect all of this data on all members – we only collect it if it's needed):

- Name
  - Email address
  - Postal address
  - Phone number
  - Emergency contact details/next of kin
  - Age/DOB
  - Gender
  - Dietary and access requirements
  - Emergency health issues/allergies
  - Criminal records check
- For members on tour:*
- Nationality
  - Passport information
  - Special accommodation requirements

We check what data we have on members every two years and remove it if we no longer need it. If you leave the group, we'll make sure we stop using and/or delete any data we don't need to keep, only keeping information we may need to keep for record purposes (e.g. under 18 attendance at rehearsals for child protection purposes).

## What do we use it for?

Any of the information listed above might be needed to manage your membership with Wadhurst Brass Band and to organise and run our activities. The legal basis for processing this information is "Legitimate Interest".

We won't ever use this data for anything else unless you give us your active consent for that additional use.

If you give us your consent, Wadhurst Brass Band will add your email to our mailing list for the group's communications. You can withdraw your consent at any point by contacting the Band Chair who is the designated Data Protection Manager for Wadhurst Brass Band on ??

## Do we share your data with anyone else?

- We will never give your data to third parties for that third party to use without your explicit consent in writing (e.g. photographs for press use).
- We will sometime use third party services (e.g. Google Drive) to store or process your data. We will always make sure that they are reputable and secure, and that your data is kept safe.
- If another member of Wadhurst Brass Band asks for your contact details we will only ever share them if you consent.

## What can you ask us to do?

At any time you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the Band Chair who will respond within one month.

**I've got a question– who should I contact?**

The best person to contact is the Band Chair on [manager@wadhurstbrassband.co.uk](mailto:manager@wadhurstbrassband.co.uk)

**Photos and video footage****What photos and video footage do we collect from members?**

We collect photos and video footage from rehearsals and performances involving Wadhurst Brass Band.

We check every two years that any photos or video footage we have is still needed and/or relevant, and we'll make sure we stop using and/or delete any photos or video footage that is no longer needed.

We will make sure you are aware when photos or video footage are being taken.

**What do we use it for?**

We use photos and video footage for use in our publicity material, e.g. Wadhurst Brass Band website, social media pages, YouTube, concert posters and other printed publicity material.

We will not use photos and video footage in which individuals are identifiable without your consent.

If you give us your consent, we may use photos and video footage in which individuals are identifiable.

**Do we share photos and video footage with anyone else?**

- We upload photos and video footage to our website and social media pages.
- We use photos in our printed marketing material.

**What can you ask us to do?**

At any time, you can ask to view, update or correct any data we hold on you. You can also ask that we stop using your data or that we erase it. To request any of these, please contact the Data Protection Officer (the Band Chair) who will respond within one month.

## Member contact details and data collection confirmation

All members are asked to provide up to date contact details to the Engagement Secretary. The Band Chair will also have access to this information. Emergency information including contact details will be shared with committee members.

This information is used by Wadhurst Brass Band Committee to keep members up to date with details of forthcoming engagements, notices about band activities, to manage any instrument or uniform loan, in case of illness or accident and for general contact purposes. It is held in accordance with Wadhurst Brass Band's GDPR and Data Security policy.

Name (please print): .....

Email address\* .....

*\* If you do not have an email address, please ensure we have your full correspondence address including postcode.*

Address .....

..... Post Code .....

Telephone Number ..... Mobile .....

Instrument Played .....

Emergency contact/next of kin name .....

Emergency contact/next of kin number(s) .....

Relationship to player .....

Emergency health information\* e.g. Allergies .....

*\* please use reverse of form if more space is required*

I am aware that Wadhurst Brass Band will collect, hold and use some of my data for membership administration purposes.

I confirm that I have received a copy of the member handbook.

Signature: ..... Date:.....

<b>Marketing and promotions (optional)</b> I would like to be added to the mailing list for Wadhurst Brass Band's marketing (e.g. emails about our forthcoming events)	<input type="checkbox"/>
<b>Photographs and video footage (optional)</b> I give my permission for photos and video footage of me to be used for promotional purposes (e.g. website, social media, printed marketing material)	<input type="checkbox"/>
<b>Sharing of contact details with other members of the band (optional)</b> I give my permission for my email and telephone details to be shared with other members of the band if requested. We will notify you of any requests made.	<input type="checkbox"/>