Saffron Walden Town Band – Data Protection Policy

1. Purpose

Saffron Walden Town Band is committed to protecting the personal information of its members. This policy explains how personal data is managed to ensure it is handled lawfully, fairly and securely.

2. Scope

This policy applies to the Musical Director, Chairperson and all committee members who handle personal data on behalf of the band.

3. Personal Data We Hold

The band may collect and process personal information including:

- Name
- Date of birth
- Address
- Telephone number(s)
- Email address
- Instrument played
- Emergency contact details (name, relationship to member, telephone numbers(s), email address)
- Medical information and access requirements
- Health and safety incidents (if applicable)
- Safeguarding information (if applicable)
- Photographs or video recordings from concerts (subject to consent of each member)

The band will only collect information that is necessary for its legitimate activities.

4. Purpose of Processing

Personal data is used to:

- Administer membership.
- Communicate rehearsals, concerts, meetings and other band activities.
- Manage subscriptions.
- Support safeguarding responsibilities and ensure wellbeing of members.
- Meet legal or regulatory obligations where applicable.

Personal information will not be used for unrelated purposes without an appropriate lawful basis.

5. Storage and Security

Personal information will be stored securely.

- Electronic records will be held on **a two-factor authenticated Google Drive account belonging to the Musical Director.** All documents that contain personal information will be individually password protected.
- Paper records will be stored **at the home address of the Chair in a locked box.**

Access to personal information will be limited to those committee members or officers who require it to carry out their role.

6. Sharing Information

Personal data will not be shared with third parties unless:

- it is necessary for the administration of the band;
- the individual has agreed;
- it is required by law; or
- it is necessary to protect the welfare or safety of an individual.

The band will never sell members' personal information.

7. Retention of Information

Personal information will only be kept for as long as it is reasonably required for the purposes for which it was collected or to meet legal obligations.
If members leave the band, data will be securely deleted or destroyed two years after the member leaving.
The only exception to this is safeguarding information, which may require longer retention depending on the nature of the record.

8. Individual Rights

Individuals may request to:

- access the personal information held about them;
- correct inaccurate information;
- request deletion of information where appropriate;
- object to certain types of processing where permitted by law.

Requests should be made to the Musical Director or Chair:

Data Protection Contacts: Simon Mariner-Goff / Steph Luckham
Email: simon.mariner1@hotmail.co.uk / stephthake@gmail.com

9. Data Breaches

Any suspected loss, unauthorised disclosure or misuse of personal information must be reported immediately to the Committee so that appropriate action can be taken.

10. Responsibility

Overall responsibility for data protection rests with the **Committee of Saffron Walden Town Band.**
Committee members and volunteers who handle personal information are expected to follow this policy and take reasonable steps to protect personal data.

Policy adopted/reviewed

We are committed to reviewing our policy and good practice annually.

Musical Director signature: S.T. Mariner-Goff **Date:** 07/09/2026

Chairperson signature: S Luckham **Date:** 07/09/2026