



Privacy Policy

POLICY STATEMENT

Eynsford Concert Band (the “Band”) uses personal data to manage the day to day running of the Band and to communicate with our playing members, alumni, regular depts and others closely associated with us.

We have described how we collect, store and use personal data in this Privacy Policy. We take seriously our responsibilities to look after your data and we are committed to protecting your privacy. There are steps you can take to control what we do with your data and we have explained those steps in this Privacy Policy.

When we talk about data and personal data in this Privacy Policy, we mean personal data which identify you or which could be used to identify you such as your name, postal address and contact details. It may also include information about the instruments you play, your DBS certification and how you use our website.

Who is responsible for your data?

Eynsford Concert Band is a registered charity (No. 277086). Management of the Band is in the hands of the elected members of the Committee, the aims of which are to safeguard the assets of the Band, including its members’ personal data and privacy.

The Committee consists of a Chairman, a Secretary, a Treasurer and up to four other members. The Committee is elected out of the paid-up membership of the Band at the Annual General Meeting, hold office for a period of one year and then be eligible for re-election.

What personal data do we hold?

Band Member name and contact details	<p>Including:</p> <ul style="list-style-type: none">• Name• Website User Name• Email Address• Contact Telephone Number• Postal Address <p>Collected when you become a member of the Band and we create a User Profile on Muzodo.com.</p>
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	<p>Updated periodically as and when your details change.</p> <p>You can see and update this data yourself by logging onto Muzodo.com and accessing Your Details</p>
Band membership status	<p>Whether you are a:</p> <ul style="list-style-type: none"> • Trial Member • Playing Member • Committee Member • Academy Member • Parent (of an Academy Member) • Alumni Member • Regular Dep • Website/Data Administrator <p>Assigned when you become a member of the Band and we create a User Profile on Muzodo.com.</p> <p>Will be updated periodically by the Band if and when your status changes.</p>
Other Information	<p>Including:</p> <ul style="list-style-type: none"> • Your Bio (optional and as provided by you) • The Instrument(s) you play • Your DBS certification <p>Collected when you become a member of the Band and we create a User Profile on Muzodo.com.</p> <p>Updated periodically as and when your details change.</p> <p>You can see and update this data yourself by logging onto Muzodo.com and accessing Your Details</p>
Information about you, your location and how you use our website	<p>Including:</p> <ul style="list-style-type: none"> • When you use our digital systems and services • When you accept our cookies placed on your device • When you update your account information • When you fill in forms on our website • When you get in touch with us • When you respond to our requests for feedback • When you opt in to receiving messages from us <p>Collected anonymously via a website analytics package which allows us to monitor the source, types and volume of traffic we get on our website (Google Analytics). Most websites use this same software for the same purposes.</p> <p>At no point do we tie this data back to individual accounts or identifiable information such as IP or email address.</p> <p>We use cookies to be able to identify whether you are logged into our website or not.</p>

How do we use your personal data?

For operational purposes, only members of the Band's committee are able to view members' personal data. Contact details are not shared with other band members unless the members choose to share it themselves.

Contact details are used to manage communications between band members through a combination of email distribution service providers. These providers currently include:

- Muzodo to manage band scheduling, concert attendance and email distribution between band members
- GoogleGroups to send group emails to playing members, to members of the Band's committee and other subsets of the Band's membership as required
- MailChimp to send group emails to subscribers of the Band's newsletter.

The email distribution service providers we use are all subscription based, allowing members to 'unsubscribe' should they no longer wish to receive messages in this way.

Contact details will also be used, where relevant, in order that the Band can make Gift Aid claims.

The status of your DBS certification (if you have one) may be used to help determine your role in managing members of our Young Players Academy and to provide evidence of the certification of band members should we be asked.

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How long will we keep your data?

We will keep your data only for as long as you are associated with the band or longer if required to do so by law (i.e. to support our Gift Aid tax claims).

We will actively review the information we hold and when there is no longer a need for us to hold it, we will delete it securely.

How do we protect your data?

We protect your personal data against unauthorised access, unlawful use, accidental loss, corruption or destruction.

Our service providers use technical measures such as encryption and password protection to protect your data and the systems it is held in.

We also use operational measures to protect the data, for example by limiting access to personal data to only members of the Band's committee.

We are bound by law to immediately inform you of any data breach.

Do we share your data?

No. All personal data is managed by our service provider and their digital agencies in the UK and, for the purposes of IT hosting and maintenance, this information is located on servers within the UK.

No other 3rd parties have access to your personal data

What are your rights?

If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted by contacting us at data.protection@eynsfordconcertband.co.uk.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter at the same email address data.protection@eynsfordconcertband.co.uk.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the [Information Commissioner's Office \(ICO\)](#).

Contact Details

Designated Data Protection Officer

Sandra Lane

Tel: 07717 346651

E-mail: data.protection@eynsfordconcertband.co.uk.

Chairman

Ian Page

Tel: 07785 233623

E-mail: chairman@eynsfordconcertband.co.uk

Information Commissioner's Office

Helpline: 0303 123 1113

Website: ICO.org.uk

Adoption and review

We are committed to reviewing this policy on an annual basis.

This policy was adopted by the Committee on 22nd May 2018

..... 22 / 05 / 2018.

Sandra Lane, Vice Chairman and Designated Data Protection Officer

..... 22 / 05 / 2018.

Ian Page, Chairman of Eynsford Concert Band