



City of Swansea Concert Band Privacy Policy

Adopted January 2020

Purpose of policy

We are committed to protecting your personal information and being transparent about what information we hold about you.

Using personal information allows us to develop a better understanding of our members and in turn to provide you with relevant and timely information.

The purpose of this policy is to give you a clear explanation about how we collect and use the information we collect from you directly and from third parties.

We use your information in accordance with all applicable laws concerning the protection of personal information. This policy explains:

What information we may collect about you

How we may use that information

In what situations we may disclose your details to third parties

Information about how we keep your personal information secure, how we maintain it and your rights to be able to access it

If you have any queries about this policy, please contact Alison Jones, who deals with Data Protection at CSCB Band or email: Alisonjones878@gmail.com.

Who we are:

City of Swansea Concert Band (CSCB) is a community band with a varied membership.

Information collection

We collect various types of information and in a number of ways:

Information you give us

We'll store personal information you give us such as your name, email address, **postal address**, telephone number.

Sensitive personal data

Data Protection law recognises that certain categories of personal information are more sensitive such as health information, race, religious beliefs and political opinions. We do not usually collect this type of information about our patrons unless there is a clear reason for doing so.

Legal basis

There are two bases under which we may process your data:

Legitimate business interests

In certain situations we collect and process your personal details for purposes that are in our legitimate organisational interests. However, we only do this if there is no overriding prejudice to you by using your personal information in this way. We describe below all situations where we may use this basis for processing.

With your explicit consent

For any situations where the basis above is not appropriate, we will instead ask for your explicit consent before using your personal information in that specific situation. .

Other processing activities

We will process personal information in the following ways that are within our legitimate organisational interests:

We may analyse data we hold about you to ensure that the content and timing of communications that we send you are as relevant to you as possible.

We may analyse data we hold about you in order to identify and prevent fraud.

In all of the above cases we will always keep your rights and interests at the forefront to ensure they are not overridden by your own interests or fundamental rights and freedoms. You have the right to

object to any of this processing at any time. If you wish to do this, please use the contact details at the end of this policy. Please bear in mind that if you object this may affect our ability to carry out tasks above that are for your benefit.

Third parties

There are certain circumstances under which we may disclose your personal information to third parties. These are as follows:

Where we are under a duty to disclose your personal information in order to comply with any legal obligation (for example to government bodies and law enforcement agencies).

Please sign and complete the below to confirm that you are happy for us to hold your personal data for the purposes noted above.

We would point out that if you do not wish us to hold your personal data we will be unable to contact you personally regarding band matters.

Name :

I agree/ I do not agree for City of Swansea Concert Band to hold my personal data

Date:

Please also sign to confirm that you have read our safeguarding and equal opportunity policies that are now on our website. Paper copies are available on request.

