



Gloucestershire Brass Band Association (GBBA)

Privacy Policy

Introduction

The UK General Data Protection Regulation (UK GDPR) and the UK's Data Protection Act 2018 brought privacy law into the 21st Century, responding to new and advancing technologies.

This privacy policy sets out how the GBBA uses and protects any information that is given to us during activities that are carried out by the association. We are committed to ensuring that your privacy is protected and any personal information received will only be used in accordance with this privacy statement.

Who we are

The GBBA represents, supports, and promotes bands from the Championship Section to youth and non-contesting bands from the counties of Gloucestershire, Herefordshire, Somerset, Wiltshire, and Worcestershire. The GBBA seeks to stimulate local and national interest in the musical and cultural development of brass bands through assisting in the organisation of local educational and training schemes, organising an annual open own choice contest, as well as promoting best practice in management, welfare, and co-operation within its member bands.

What personal information do we collect?

We minimise the information we collect to what is adequate and relevant to the running of the association. We will ensure we keep personal information accurate and up to date in our systems and paper records, including when requested to do so by an individual. Personal information that the association collects include:

- Member bands contact details (band contact name, postal address, email address, phone number).
- Contest registration and BandSafe requirements:
 - Contest secretary details,
 - Band welfare officer details,
 - Supervising adult or child chaperone details (if applicable),
 - Children's details (name and date of birth).
 - Band BBP registration player details.
 - Trophy recipient contact details.
- Member bands website addresses.
- Bands event details, advertised on the GBBA website and social media sights.
- Band contact email address, used for correspondence regarding GBBA activities requested by bands.
- Band bank transfer details for GBBA membership and other payments for GBBA services.



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How will we collect your personal information?

- You become a GBBA member.
- You contact us.
- You make an inquiry regarding a particular GBBA event. We will retain your contact details indefinitely to facilitate communication.
- You participate in a GBBA event.
- You use the GBBA website or social media accounts.

What we do with your personal information?

Any information collected will be legitimately used by the association in the organisation of activities and services requested by member brass bands. It will only be used if the association has a valid reason (lawful basis) to process people's personal information.

- The association may use your email address to contact you with correspondence relating to association news or upcoming events.
- The association tracks activity on our website and on social media.
- The association will not share your personal information with any other organisation or third parties without your explicit knowledge and consent.
- The GBBA retains personal information for Internal record keeping.
- We may also disclose information to investigating authorities if required to do so by law.

How do we protect and document the data we have?

- Email systems used by GBBA committee members are password-protected and not shared with anyone. Passwords are changed regularly.
- To maintain privacy to individual email recipients, group email contacts are input in "Bcc" and not "To" or "Cc".
- No details will be stored on mobile data storage devices.
- Any physical personal information is stored in secure lockable cabinets or cupboards at home addresses.
- Personal member information is manually inputted onto an email server email system. This data is then used by the GBBA to contact band contact members if required.
- Only Band Secretary, Chairman and Contest Secretary have access to contact details.
- All personal information kept by the GBBA will be reviewed every two years to decide if it is still relevant.
- In accordance with UK GDPR, we will notify the Information Commissioners Office (ICO) about significant types of personal data breaches within 72 hours.



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GBBA website privacy policy

- The GBBA receive, collect, and store any information you enter on our website or provide us in any other way.
- In addition, the GBBA collect the Internet protocol (IP) address used to connect your computer to the Internet; login; e-mail address; password; computer and connection information and purchase history.
- The GBBA may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page.
- The GBBA also collect personally identifiable information (including name, email, password, communications); payment details (including credit card information), comments, feedback, product reviews, recommendations, and personal profile.

Links to other websites

The GBBA website contains links to other websites of brass band interest and the association has no control over any of these. The association does not accept any responsibility for the protection and privacy of any personal information which you provide whilst using these websites and they are not governed by this privacy policy. When visiting these websites, exercise caution and refer to the websites applicable privacy statement.

Your rights regarding the personal information kept by the GBBA.

Under the UK GDPR / DPA, the GBBA accepts that people have information rights and freedoms. The association will respond directly to an individual exercising one of their legal rights as requested to the GBBA Secretary:

- The right to be informed - the GBBA will tell people what we are doing with their personal information.
- The right of access - if requested, the GBBA will provide people with the personal information we have about them.
- The right to rectification - if someone's personal data is not correct, the GBBA will amend as requested.
- The right to restriction - if required, we may need to stop processing people's information for a period.

This privacy policy is kept under review and may be updated when necessary. It was last updated on 3rd November 2023